



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, December 2, 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. November 18, 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 Class "B" Beer and "Class B" Liquor application for The Sandtrap.
 - b. Discussion and possible action regarding the appointment of Elections Officials for the 2026-2027 term.
 - c. Discussion and possible action regarding the Weyer Road Drainage Improvement Project update.
 - d. Discussion and possible action regarding the change order for the Clickshare wireless conferencing unit.
 - e. Discussion and possible action regarding the Municipal Advisor Client Disclosure for the TID 1A – West End Pro Forma Analysis 2025.
 - f. Discussion and possible action regarding notice of claim and circumstances by Laura Harvancik.
9. Departments Reports/Recommendations:
 - a. Sanitary District No. 4
 1. Discussion and possible action regarding a Strand Associates, Inc. Task Order 25-01.
 - b. Development Services
 1. Discussion and possible action regarding an Order to Raze Building, located at 20792 Watertown Rd.
 - c. Department of Public Works
 1. Discussion and possible action regarding Resolution No. 2025-05 Intention to Join the Statewide Safety Interoperable Communications System by the Department of Public Works.
 - d. Police Department
 1. Discussion and possible action regarding Resolution No. 2025-06 Intention to Join the Statewide Safety Interoperable Communications System by the Police Department.
 - e. Fire Department
 1. Discussion and possible action regarding Resolution No. 2025-07 Intention to Join the Statewide Safety Interoperable Communications System by the Fire Department.
10. Approval of Vouchers and Checks.
11. Communication and Announcements.
12. Adjourn.

Posted November 25, 2025
Emily Howells, Deputy Clerk

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.



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, 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.

Chairman Henderson called the meeting to order at 7:17 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, Highway Superintendent Scott Hartung, Parks & Rec Director Chad Brown, Sanitary District No. 4 Superintendent Tony Skof, Police Chief Chris Perket, Police Lieutenant Dave Mironischen, Fire Chief John Schilling, Assistant Fire Chief Tony D'Amico 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 Charlier to approve the agenda; seconded by Kohlmann.

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

4. Approval of Minutes:

a. November 4, 2025 meeting of the TB, UD1, SD4.

Motion by Stanelle to approve the minutes of November 4, 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: None.

7. Old Business: None.

8. New Business:

a. Oath of Office and official swearing-in of Emily Howells as Town Clerk.

Hagie administered the oath of office to Emily Howells, swearing her in as Town Clerk.

b. Discussion and possible action regarding the 2026 Town Budget.

Motion by Kohlmann to approve the 2026 Town Budget as presented; seconded by Charlier.

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

9. Departments Reports/Recommendations: None.

10. Approval of Vouchers and Checks.

Motion by Schatzman to approve vouchers and checks in the amount of \$217,486.12; seconded by Stanelle.

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

11. Communication and Announcements.

12. Adjourn.

Motion by Kohlmann to adjourn at 7:23 p.m.; seconded by Charlier.

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

Respectfully submitted by,
Emily Howells, Deputy Clerk

DRAFT

Form

AB-200

Alcohol Beverage License

Application

| |
|-------------------------------|
| For Municipal Use Only |
| Municipality T. Brookfield |
| License Period 2526 |

License(s) Requested: (up to two boxes may be checked)

☐ Class "A" Beer \$

☒ Class "B" Beer \$ 100

☐ "Class A" Liquor \$

☒ "Class B" Liquor \$ 500

☐ "Class A" Liquor (cider only) \$

☐ Reserve "Class B" Liquor \$

☐ "Class C" Liquor (wine only) \$

| Fees | |
|----------------------|--------|
| License Fees | \$ 600 |
| Background Check Fee | \$ 20 |
| Publication Fee | \$ 15 |
| Total Fees | \$ 635 |

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)

The Sandtrap LLC

2. Business Trade Name or DBA

The Sandtrap

3. FEIN

4. Wisconsin Seller's Permit Number

5. Entity Type (check one)

☐ Sole Proprietor
☐ Partnership
☒ Limited Liability Company
☐ Corporation
☐ Nonprofit Organization

6. State of Organization

WI

7. Date of Organization

3-31-25

8. Wisconsin DEI Registration Number

9. Premises Address

17800 W Bluemound rd Suite #8

10. City

Brookfield

11. State

WI

12. Zip Code

53402

13. County

Waukesha

14. Governing Municipality: ☐ City ☒ Town ☐ Village

of: Brookfield

15. Aldermanic District

2

16. Premises Phone

414-507-8427

17. Premises Email

Sandtrapsims@gmail.com

18. Website

SandtrapSims.com

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

4500 sq ft unit with front room being the open bar area w/ pool tables, darts, tables, chairs. Storage behind bar for soda. 43 simulator boys, kitchen. Records stored in office behind the pro shop.

20. Mailing Address (if different from premises address)

21. City

22. State

23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages.

☐ Yes
☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated

Location

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

Law/Ordinance Violated

Location

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol ... ☐ Yes ☒ No
beverages.

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ... ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ... ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity

4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ... ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ... ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ... ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B. Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

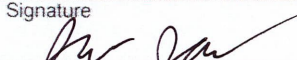
| Last Name | First Name | Title | Phone |
|-----------|------------|-------|-------|
| Jackson | Jordan | Owner | |
| | | | |
| | | | |
| | | | |

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

| | | |
|---|-----------------------|-------|
| Last Name | First Name | M.I. |
| Jackson | Jordan | M |
| Title | Email | Phone |
| Owner | Sandra Sims@gmail.com | |
| Signature | Date | |
|  | 11-3-25 | |

Part E: For Clerk Use Only

| | | | |
|---------------------------------------|----------------|---|---------------------|
| Date Application Was Filed With Clerk | License Number | Date License Granted | Date License Issued |
| 11-4-25 | | | |
| Signature of Clerk/Deputy Clerk | | Date Provisional License Issued (if applicable) | |
| | | | |

Form
AB-101

Alcohol Beverage Appointment of Agent

Date

Agent Type (check one)

- ☒ Original (no fee) ☐ Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

The Sandtrap LLC

2. Business Trade Name or DBA

The Sandtrap

3. Entity Type (check one)

- ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- ☒ Municipal Retail License ☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

Jackson

2. First Name

Jordan

3. M.I.

M

4. Email

Sandtrap Sims@gmail.com

5. Phone

6. Home Address

7. City

8. State

WI

9. Zip Code

53402

10. Age

11. Drivers License/State ID Number

12. Drivers License/State ID State of Issuance

WI

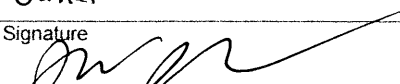
Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire*? ☒ Yes ☐ No
Submit a completed Form AB-100 with this form.
3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

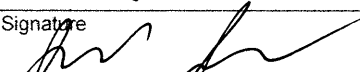
Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

| | | | | |
|--|---|-----------------------------|----------------------------|------------------|
| Last Name Jackson | | First Name Jordan | | M.I. M |
| Title Owner | Email Sandtrap.sims@gmail.com | | Phone [REDACTED] | |
| Signature  | | | Date 11-3-25 | |

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

| | | | | |
|---|--|-----------------------------|------------------------|------------------|
| Last Name Jackson | | First Name Jordan | | M.I. M |
| Signature  | | | Date 11-3-25 | |

Save

Print

Clear

Form
AB-100Alcohol Beverage
Individual QuestionnaireDate
11-3-25

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

The Sandtrap LLC

2. Business Trade Name or DBA

The Sandtrap

3. Entity Type (check one)

☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

Part B: Individual Information

1. Last Name

Jackson

2. First Name

Jordan

3. M.I.

M

4. Relationship to Business (Title)

Owner

5. Email

sandtrapsims@gmail.com

6. Phone

8. City

9. State

WI

10. Zip Code

53402

11. Date of Birth

12. Drivers License/State ID Number

13. Drivers License/State ID State of Issuance

WI

Part C: Address History

1. Do you currently reside in Wisconsin? ☒ Yes ☐ No

If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application?

| Years | Months |
|-------|--------|
| 30 | 4 |

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

| | | | |
|--------------------|------|-------|----------|
| Previous Address 1 | City | State | Zip Code |
| | | WI | 53402 |
| Previous Address 2 | City | State | Zip Code |
| Previous Address 3 | City | State | Zip Code |
| Previous Address 4 | City | State | Zip Code |
| Previous Address 5 | City | State | Zip Code |

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

| | | | | | | | |
|-------|-----------|-------|--------|-------|--------|-------|--------|
| State | County | State | County | State | County | State | County |
| WI | Racine | | | | | | |
| WI | Milwaukee | | | | | | |

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

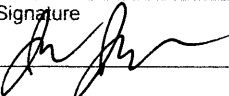
| | | |
|------------------------|----------|--|
| Law/Ordinance Violated | Location | Conviction Date |
| Penalty Imposed | | Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Law/Ordinance Violated | Location | Conviction Date |
| Penalty Imposed | | Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Law/Ordinance Violated | Location | Conviction Date |
| Penalty Imposed | | Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No |

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 

Date
11-3-25



This certificate represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats.

CERTIFICATE OF COMPLETION

This is to certify that

Jordan Jackson

Has Successfully Completed the Following Course and Examination
Wisconsin Alcohol Server and Seller Certification

Edward D McLean

Edward D. McLean, Program Director
www.LIQUORexam.com



Date: 11/08/2025
Expiration: 24 Months
Certificate #: 245877
Birth Date: 06/27/1995



THE SANDTRAP GOLF BAYS

17800 W. Bluemound Rd, Suite #8

Brookfield, WI 53045

Phone: 414-507-8472 **Email:** Sandtrapsims@gmail.com

Date: December 2, 2025

Town of Brookfield Board

Town of Brookfield

645 N. Janacek Road

Brookfield, WI 53045

Subject: Liquor License Application – The Sandtrap Golf Bays

Dear Members of the Town Board,

I am submitting this letter along with the application for a Class B Liquor License for **The Sandtrap Golf Bays**, located at **17800 W. Bluemound Rd, Suite #8** in the Town of Brookfield.

The Sandtrap Golf Bays is a **locally owned, fully self-funded business** built entirely through my own personal investment with no outside partners or investors. This project represents my life's work and long-term commitment to the Brookfield community. My goal is to create a safe, upscale, and family-friendly entertainment space where people can enjoy golf, games, and good company in a comfortable and responsible environment.

The Sandtrap will feature **state-of-the-art indoor golf simulators, pool tables, darts, arcade games**, and family-oriented activities like giant Connect Four, custom Sandtrap coloring books, and golf-themed mini-games. Our emphasis is on creating a **community-driven recreation space**—not a bar—where residents of all ages can gather, celebrate, and connect year-round.

Enclosed with this cover letter are all required and supporting materials for your review:

- **Completed Alcohol Beverage License Application (AT-115)**
- **Responsible Beverage Server Certifications**
- **Floor Plan and Premises Layout**
- **Compliance and Safety Plan**
- **Community Benefit and Economic Impact Statement**
- **Liquor Distributor Information Summary**

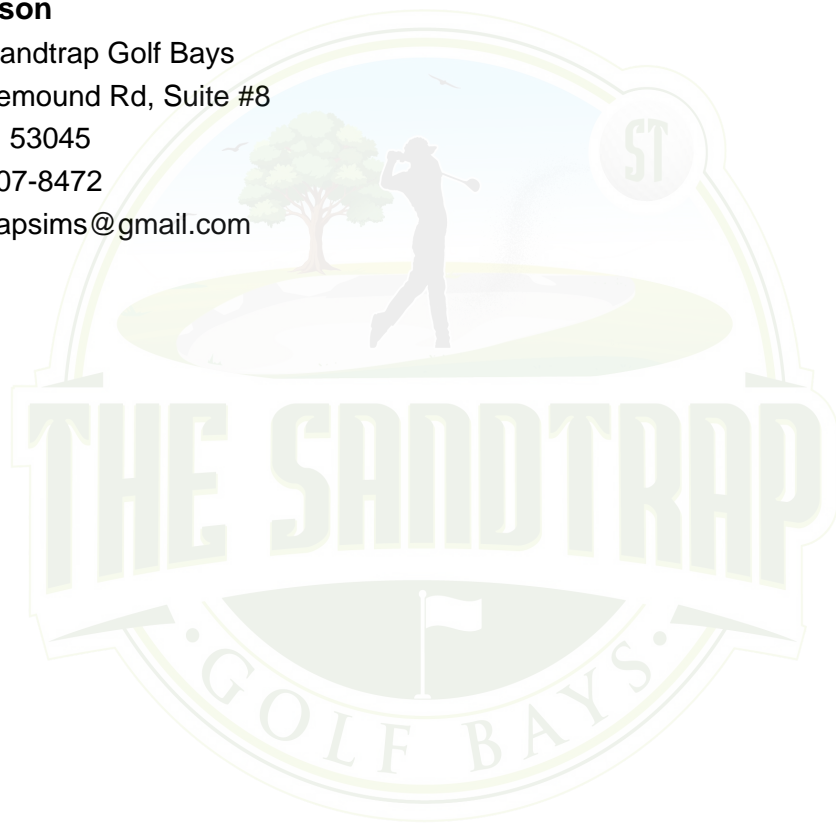
Every decision and dollar invested in The Sandtrap reflects my personal dedication to operating responsibly and aligning with the Town of Brookfield's standards. We take safety, training, and compliance seriously, and our policies are built around Wisconsin Statute Chapter 125 and all town ordinances.

I appreciate your time and consideration of this application, and I look forward to the opportunity to discuss how The Sandtrap Golf Bays can become a lasting, positive addition to Brookfield's business community.

With gratitude and respect,

Jordan Jackson

Owner, The Sandtrap Golf Bays
17800 W. Bluemound Rd, Suite #8
Brookfield, WI 53045
Phone: 414-507-8472
Email: Sandtrapsims@gmail.com





THE SANDTRAP GOLF BAYS

Community Benefit & Economic Impact Statement

Business Overview

The Sandtrap Golf Bays is a locally owned and operated indoor golf and entertainment venue designed to provide a safe, family-friendly, and community-oriented environment for guests of all ages. Our facility blends state-of-the-art golf simulators with engaging social experiences such as pool, darts, arcade games, and family-friendly activities. The goal is simple: to give Brookfield residents and visitors a clean, welcoming place to relax, connect, and enjoy year-round recreation. The Sandtrap is not a bar — it's a community gathering space built around golf, games, and good company.

Local Ownership & Investment

The Sandtrap Golf Bays is a completely self-funded project, financed 100% through personal funds — with no outside investors. This business represents not just a financial investment, but a personal commitment to the community. As the owner, I am investing my time, resources, and livelihood into building a long-term, sustainable business that reflects Brookfield's high standards. I have personally overseen every step of the process — from construction and design to equipment selection and safety planning. This project isn't a short-term venture; it's a life investment in the place I live and the community I care about.

Entertainment and Family Features

To ensure a fun, inclusive atmosphere, The Sandtrap will offer more than just golf simulators. The venue will include:

- Pool tables and dart boards for casual competition.
- Arcade and skill-based games for both adults and children.
- Giant Connect Four and interactive mini-games for families and groups.
- Custom Sandtrap coloring books and small activities to keep kids engaged while parents play.
- Golf-themed challenges and mini-games inside the simulator bays to make the sport accessible to everyone — from beginners to experienced players.

These additions help create a balanced space where everyone feels welcome, whether they're there to play golf, enjoy a game with friends, or just relax in a clean, friendly environment.

Job Creation & Economic Contribution

The Sandtrap will create 6–10 part-time and full-time jobs, with all hiring focused on local Brookfield and Waukesha County residents. In addition to employment, the project will:

- Inject over \$200,000 in local economic activity in its first year through payroll, local vendor purchases, and supplier contracts.
- Continue supporting Wisconsin-based businesses for supplies, food, equipment, and maintenance.
- Bring new foot traffic to the Bluemound corridor, benefiting neighboring stores and restaurants.

Community Engagement & Outreach

The Sandtrap will actively participate in the Brookfield community through:

- Hosting charity golf tournaments, fundraisers, and community nights supporting local schools, youth sports, and veterans' groups.
- Partnering with local golf programs such as The First Tee to encourage youth involvement in the sport.
- Offering discounted play rates for veterans, first responders, and students.
- Providing a safe, alcohol-responsible environment for family gatherings, company outings, and casual entertainment.

Our focus is on being a positive influence and long-term contributor to the local economy and community culture.

Design, Safety, and Neighborhood Compatibility

The facility will feature a modern, professional interior design that aligns with Brookfield's commercial standards. Exterior signage will match the building's existing style for visual consistency. Noise levels will remain controlled, with all entertainment fully contained indoors. Parking and access routes meet ADA and town zoning requirements. A detailed Security and Compliance Plan ensures safe operations for all guests.

Community Values & Long-Term Vision

The Sandtrap Golf Bays is built on the belief that business success should strengthen the community it serves. Our long-term goal is to make The Sandtrap a Brookfield staple — a safe, clean, and welcoming entertainment venue where families, friends, and golf enthusiasts gather year after year. We are committed to supporting local causes, hiring local residents, and continuously improving the property to reflect the pride and quality of the Town of Brookfield.

Statement of Commitment

This business represents my personal dedication to Brookfield — my home and my community. Every dollar spent to build The Sandtrap has come from my own personal savings because I believe in this town, its people, and the positive role The Sandtrap can play in its growth. I'm not asking for a license just to serve drinks — I'm asking for the opportunity to build something lasting, responsible, and beneficial for everyone who lives and works here.



THE SANDTRAP GOLF BAYS

Compliance & Safety Plan

Responsible Alcohol Service

At The Sandtrap Golf Bays, all alcohol service will strictly comply with Wisconsin Statute Chapter 125 and Town of Brookfield ordinances. Alcohol will only be served by licensed and trained employees who have completed the Wisconsin Responsible Beverage Server Course. We will maintain a zero-tolerance policy for serving intoxicated individuals or minors. All guests appearing under 30 years old will be required to present a valid government-issued ID. Management will reinforce ID verification through on-site reminders, shift checklists, and spot reviews.

Security and Incident Prevention

Our focus is on creating a relaxed, family-friendly environment centered on golf and recreation — not alcohol consumption. To ensure safety:

- Security cameras will cover all public areas, including the bar, simulator bays, and entryways.
- The facility will have well-lit exterior walkways and parking areas.
- At least one trained manager or supervisor will be on duty at all times during alcohol service.
- Staff are instructed to immediately report any disturbance, refusal of service, or suspected intoxication to management.
- We will maintain direct contact with the Town of Brookfield Police Department for any incidents requiring assistance.

A detailed incident log will be kept for any altercations, refusals of service, or disturbances. This log will be available for town inspection upon request.

Handling Intoxicated Patrons

If a guest becomes visibly intoxicated:

1. The staff member will immediately cease service and notify the manager on duty.
2. The guest will be offered water, food, or non-alcoholic beverages if appropriate.
3. Staff will arrange safe transportation via taxi, Uber/Lyft, or a designated driver.
4. If the individual is uncooperative, the manager will follow the de-escalation protocol and contact police if needed.

All employees are trained to avoid physical confrontation and to maintain a calm, professional demeanor.

Staff Training & Oversight

Every team member serving alcohol must complete the Wisconsin Responsible Beverage Server Course prior to their first shift. Monthly refresher meetings will cover ID verification, intoxication signs, and conflict resolution. New employees shadow trained staff to observe proper service standards. Management will maintain up-to-date copies of all server certificates on-site for inspection.

Emergency Procedures

In case of medical or security emergencies:

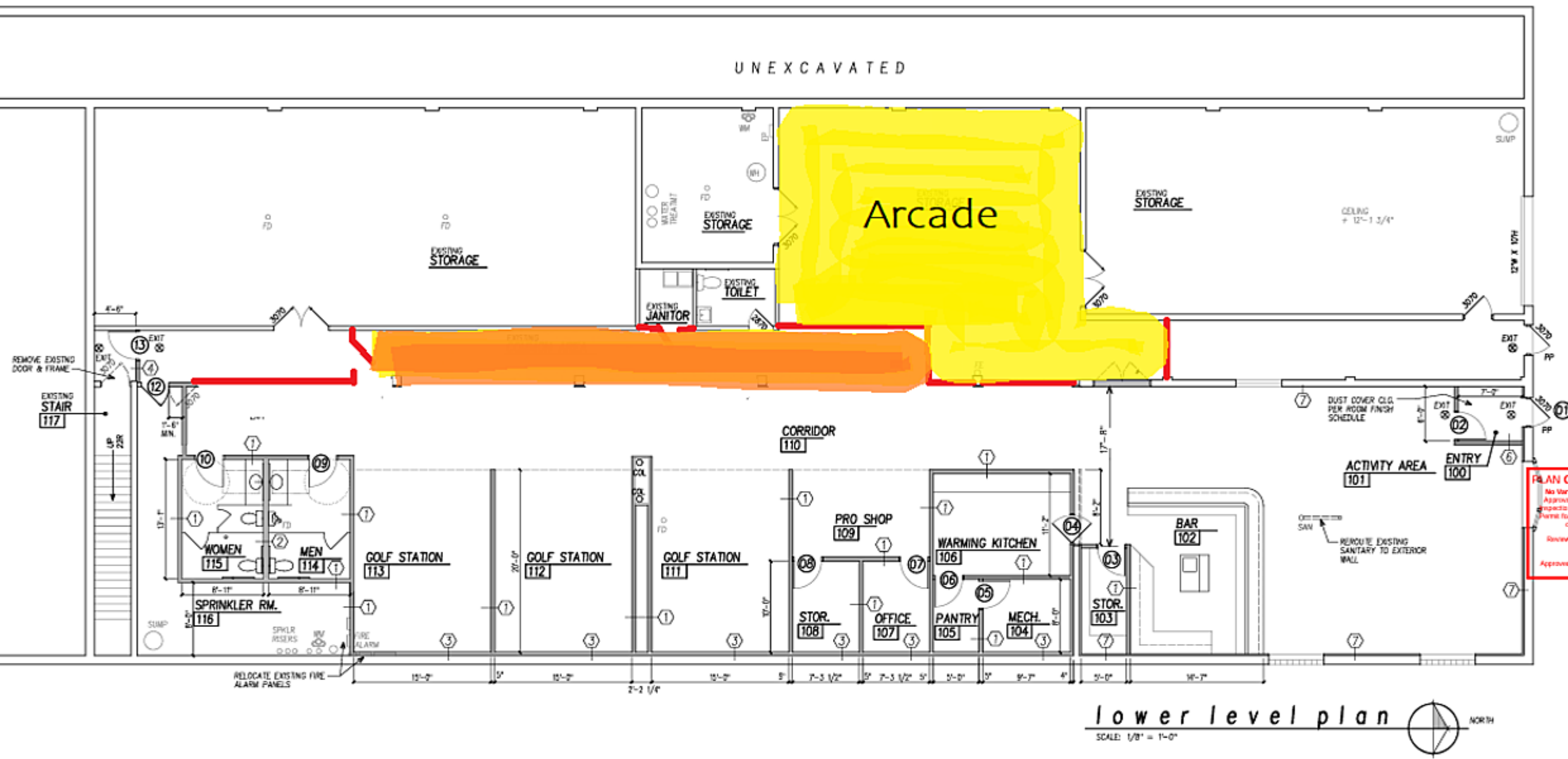
- Staff will immediately contact 911 and notify on-site management.
- A first-aid kit and AED (if required) will be kept in the main bar area.
- Staff are trained not to move anyone who has fallen or become ill until medical personnel arrive.
- A list of emergency contacts, including the Town of Brookfield Police Department, Fire Department, and a local taxi service, will be posted near the bar area and stored in all staff cell phones.

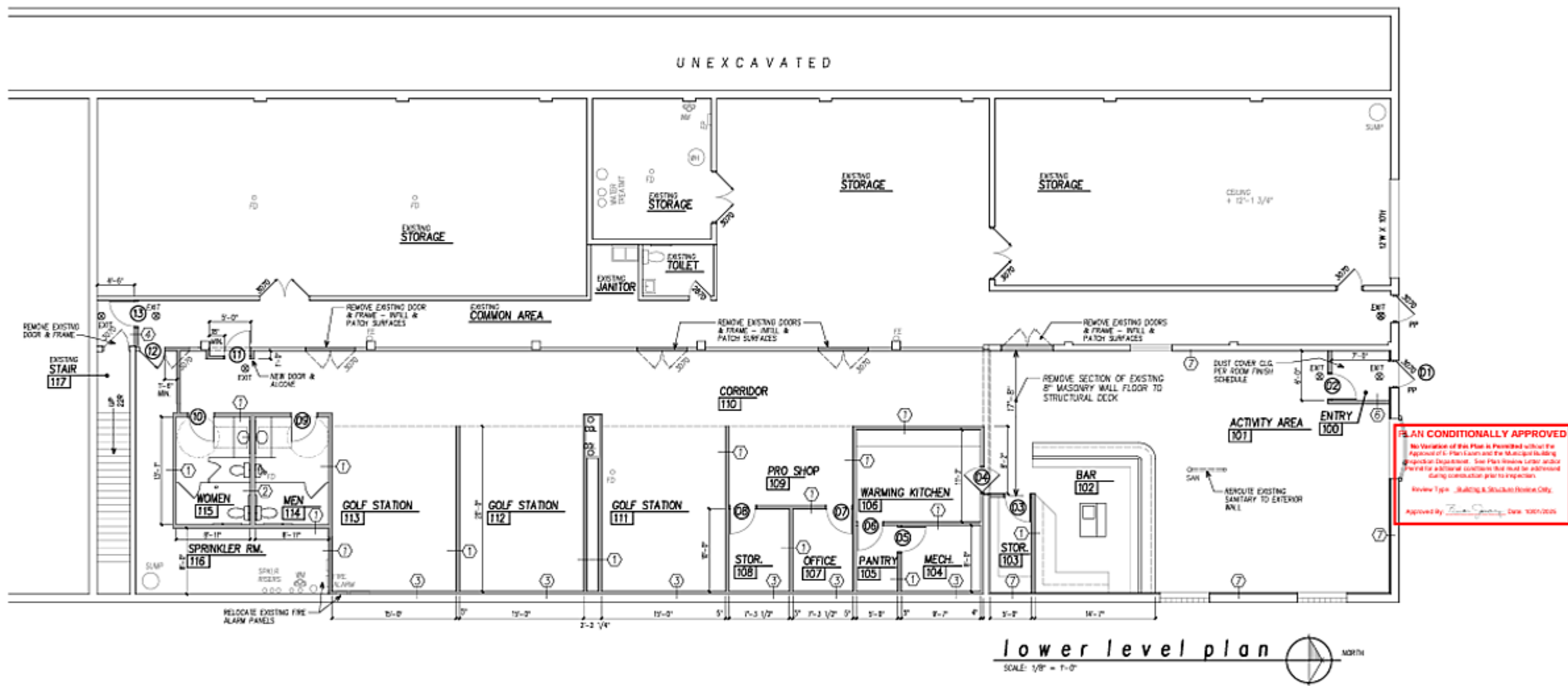
Noise, Conduct, and Closing Policy

Background music and TVs will remain at moderate volume levels to prevent disturbance to neighboring businesses. No outdoor amplified music will be used without specific town approval. At closing time, lights will gradually increase, and music volume will lower to encourage orderly departures. Staff will escort lingering guests safely to vehicles or rideshares if necessary.

Commitment to Community Standards

The Sandtrap Golf Bays is committed to operating as a responsible, community-oriented business that enhances the Town of Brookfield's commercial corridor. Our mission is to provide a safe, enjoyable environment for adults and families while maintaining full compliance with local and state alcohol service laws.





| Easy List: | | | | |
|--|--|--|---|--|
| DRINKS MENU LIST | | | FOOD MENU LIST | |
| Beer – Domestic | | Spirits – Vodka | Hot Bites & Shareables (TurboChef / Oven-Based) | |
| Bud Light – 12oz Can — Core domestic lager | | Smirnoff – 750ml / 1L — Well vodka | Personal Pizza – Cheese | |
| Miller Lite – 12oz Can — Core domestic lager | | Tito’s Handmade – 750ml / 1L — Call brand | Personal Pizza – Pepperoni | |
| Coors Light – 12oz Can — Core domestic lager | | Grey Goose – 750ml / 1L — Premium | Personal Pizza – Sausage | |
| Michelob Ultra – 12oz Can — Low-carb option | | Spirits – Whiskey / Bourbon | Margherita Flatbread | |
| Beer – Premium / Craft | | Jim Beam – 750ml / 1L — Well whiskey | Buffalo Chicken Flatbread | |
| Blue Moon – 12oz Can/Bottle — Wheat beer | | Maker’s Mark – 750ml / 1L — Premium bourbon | Soft Pretzel Bites (with Cheese) | |
| Sam Adams Boston Lager – 12oz Can/Bottle — Amber lager | | Jameson – 750ml / 1L — Irish whiskey | Mozzarella Sticks (Oven-Baked) | |
| Spotted Cow (New Glarus) – 12oz Bottle — Local favorite | | Crown Royal – 750ml / 1L — Call brand | Boneless Chicken Bites (Oven-Baked) | |
| Local Rotating Craft (Varies) – Draft/Can — Seasonal rotation | | Spirits – Rum | Loaded Nachos | |
| Hard Seltzers & Canned Cocktails | | Bacardi Superior – 750ml / 1L — Light rum | Mini Quesadillas (Cheese or Chicken) | |
| White Claw (Variety) – 12oz Can — Assorted flavors | | Captain Morgan Spiced – 750ml / 1L — Call brand | Handhelds / Light Meals | |
| Truly (Variety) – 12oz Can — Assorted flavors | | Malibu Coconut – 750ml / 1L — Flavored rum | Hot Ham & Cheese Sliders (3pc) | |
| Vizzy (Variety) – 12oz Can — Assorted flavors | | Spirits – Tequila | Turkey Bacon Club Wrap | |
| High Noon (Vodka + Juice) – 12oz Can — Real juice seltzer | | Jose Cuervo Especial – 750ml / 1L — Well tequila | Italian Panini | |
| Cutwater Cocktails (Variety) – 12oz Can — Ready-to-drink cocktails | | Patrón Silver – 750ml / 1L — Premium tequila | Chicken Bacon Ranch Flatbread Sandwich | |
| Jack & Coke (Branded RTD) – 12oz Can — Branded mixed drink | | Spirits – Gin | Snack Sides | |
| Wine | | Tanqueray – 750ml / 1L — Call gin | Kettle Chips (Assorted) – Bag — Plain, BBQ, or Sea Salt | |
| Chardonnay (House) – Glass / Bottle — Standard white | | Bombay Sapphire – 750ml / 1L — Call gin | Chips & Salsa | |
| Pinot Grigio (House) – Glass / Bottle — Crisp white | | Liqueurs | Air-Fried Tater Tots – Each — If air fryer approved | |
| Cabernet Sauvignon (House) – Glass / Bottle — Bold red | | Baileys Irish Cream – 750ml / 1L — Cream liqueur | Sweet Bites | |
| Merlot (House) – Glass / Bottle — Smooth red | | Kahlúa – 750ml / 1L — Coffee liqueur | Chocolate Chip Cookies (Baked) | |
| Moscato or Rosé (House) – Glass / Bottle — Sweet option | | Fireball – 750ml / 1L — Cinnamon whisky liqueur | Warm Brownie Bites | |
| | | Jägermeister – 750ml / 1L — Herbal liqueur | Cinnamon Sugar Pretzel Bites | |
| | | Peach Schnapps – 750ml / 1L — Fruit liqueur | | |
| | | Triple Sec – 750ml / 1L — Orange liqueur | | |
| | | Non-Alcoholic | | |
| | | Coca-Cola – 20oz Bottle / Fountain | | |

| | | | Diet Coke – 20oz Bottle / Fountain | |
|--|----------|-----------------------------------|---|--|
| | | | | |
| | | | Sprite – 20oz Bottle / Fountain | |
| | | | | |
| | | | Root Beer – 20oz Bottle / Fountain | |
| | | | | |
| | | | Bottled Water – 16.9oz | |
| | | | | |
| | | | Lemonade / Iced Tea – 20oz Bottle / Fountain | |
| | | | | |
| | | | Energy Drink (Red Bull or similar) – 8.4–12oz Can | |
| | | | | |
| | Category | Distributor Name | Type | Products / Focus |
| | Food | Martin Bros. Distributing | Full-Line Food Distributor | Frozen foods, pizzas, snacks, bar food, condiments |
| | | Performance Foodservice Milwaukee | Restaurant Food Distributor | Prepared foods, flatbreads, cheese, wraps, cleaning supplies |
| | | JS Foods (Menomonee Falls) | National Food Distributor | Frozen foods, beverages, condiments, proteins |
| | Drinks | Johnson Brothers of Wisconsin | Beverage Distributor | Beer, wine, spirits |
| | | Breakthru Beverage Wisconsin | Beverage Distributor | Spirits, beer, seltzers, wine |
| | | Badger Carbonic Distributing | Draft / Beverage Systems | CO ₂ tanks, beer tap lines, keg delivery |
| | Supplies | Street Level Food Marketing | Foodservice / Supply Distributor | Snacks, condiments, non-perishables |
| | | COWM Inc. | Wholesale Distributor | General foodservice and nonperishables |
| | | Z.T. Distribution Inc. | Restaurant Supply Distributor | Cleaning supplies, paper goods, packaging |



WAUKESHA COUNTY DEMOCRATIC PARTY

November 24, 2025

Interim Clerk Tom Hagie
Town of Brookfield
645 N. Janacek Rd.
Brookfield, WI 53045

Dear Tom Hagie,

On behalf of the Democratic Party of Waukesha County, enclosed please find the Democratic nominees for the position of Election Inspector. As required by Wisconsin Statute 7.30(4)(b), I certify that I or my designee has contacted each nominee who appears on the enclosed list and that each nominee has agreed to serve as an election official. I further certify that as of the date each nominee was contacted and to the best of my ability to verify, they are an eligible elector of Waukesha County.

If you have any questions, please contact Melanie Bathurst at 262-366-5204, or Marj Kozlowski at 414-640-5472, Democratic Party of Waukesha County Voter Protection Team Leaders. You may also send an email to PollWorkers@WaukeshaDems.org.

Respectfully submitted,

Matt Mareno
Chair

Len Lamberg
Secretary

This is the list of nominees from The Waukesha County Democratic Party to the Town of Brookfield:

Betty Albrecht. Address: [REDACTED]
[REDACTED]

William Gromacki. Address: [REDACTED]
[REDACTED]

Yasaman Hadipour. Address: [REDACTED]
[REDACTED]

Sandra Lange. Address: [REDACTED]
[REDACTED]

William Lange. Address: [REDACTED]
[REDACTED]

Sharon Saxelby. Address: [REDACTED]
[REDACTED]

Susan Walton. Address: [REDACTED]
[REDACTED]

Addie Wescott. Address: [REDACTED]
[REDACTED]

Election Inspectors and Special Voting Deputies Nomination List

City/Town/ Village of Brookfield

Pursuant to Wis. Stat. §7.30, and for the purposes of nominating Republican Election inspectors and Special Voting Deputies in Waukesha County.

I, Terry Dittrich, Chairman of the Republican Party of Waukesha County hereby nominate the named individuals (see attached list).

Certification

I, hereby, certify that each nominee whose name appears on this list has been contacted individually and each nominee on this list has agreed to serve as an election inspector.

Terry W. Dittrich

(County Party Chairman)

11/5/25

(Date)

Honey Kormanik

(Secretary)

11/5/25

(Date)

Please do not hesitate to contact me with any questions or if you need any additional information.

Kimberly Campbell

262-542-8532

kcampbell@waukeshagop.org



| First Name | Last Name | Address | Municipality | Zip | SVD Y/N | PW Y/N | Early absentee voting | Absentee processor | EMAIL | Phone Number |
|------------|-----------|---------|--------------------|-------|---------|--------|-----------------------|--------------------|-------|--------------|
| Kurt | Baumann | | Town of Brookfield | 53045 | yes | yes | | | | |
| Mary | Gehrke | | Town of Brookfield | 53045 | yes | no | | | | |
| Yvonne | Gerth | | Town of Brookfield | 53186 | yes | yes | | | | |
| Elizabeth | Madsen | | Town of Brookfield | 53045 | no | yes | | | | |
| Beth | Schmitz | | Town of Brookfield | 53186 | yes | yes | | yes | | |
| Rosemary | Smyczek | | Town of Brookfield | 53187 | no | yes | | | | |
| Gary | Zellmer | | Town of Brookfield | 53045 | no | yes | | | | |
| Marie | Zellmer | | Town of Brookfield | 53045 | no | yes | | | | |

CO: 2 CLICKSHARE REPLACEMENTS NO TRADE IN(SERVICE)

SCOPE

Fearing's to provide (1) new ClickShare wireless conferencing unit to replace the existing AirMedia wireless conferencing unit in the Chamber AV system. This is a parts only quote. Any additional parts, shipping, or labor necessary will be billed at standard service rates.

CHAMBER

| IMAGE | QTY | DESCRIPTION |
|---|-----|--------------------------------------|
|  | 1 | Barco CX-50 Gen2 |
|  | 1 | Barco HDMI IN to USB-C convertor kit |

SUMMARY

| | |
|---|-------------|
| EQUIPMENT TOTAL | \$4,330.00 |
| SHIPPING | \$0.00 |
| TAX | \$0.00 |
| CO: 2 CLICKSHARE REPLACEMENTS NO TRADE IN TOTAL | +\$4,330.00 |

ACCEPTANCE

FINANCIAL

| | | |
|-----------------------------|-----------------------|------------|
| PAYMENT SCHEDULE Net 30. | CHANGE ORDER SUBTOTAL | \$4,330.00 |
| | TOTAL TAX | \$0.00 |
| | CHANGE ORDER TOTAL | \$4,330.00 |

TERMS

I accept this proposal and hereby authorize Fearing's to proceed with the purchase and installation of the included equipment at the facilities of Town of Brookfield at 645 N Janacek Road Brookfield, WI 53045. I further authorize Fearing's to be granted the facility access that will be required to complete this work and for payment to be made to Fearing's. This proposal is valid only if accepted in writing by Town of Brookfield no later than 7 days from September 9, 2025. This quote is for equipment only. Any Labor included is only an estimate. All additional parts, shipping, and labor necessary will be billed at standard service rates.

ACCEPTANCE

TOWN OF BROOKFIELD

SIGNED

DATE

PRINT NAME

TITLE

FEARING'S SERVICE

SIGNED

DATE

PRINT NAME

TITLE

November 4, 2025

Tom Hagie, Town Administrator
Town of Brookfield, Wisconsin
645 N Janacek Rd
Brookfield, WI 53045

Re: Written Municipal Advisor Client Disclosure with the Town of Brookfield ("Client") for TID 1A - West
End Pro Forma Analysis 2025 ("Project" Pursuant to MSRB Rule G-42)

Dear Tom:

As a registered Municipal Advisor, we are required by Municipal Securities Rulemaking Board (MSRB) Rules to provide you with certain written information and disclosures prior to, upon or promptly, after the establishment of a municipal advisory relationship as defined in Securities and Exchange Act Rule 15Ba1-1. To establish our engagement as your Municipal Advisor, we must inform you that:

1. When providing advice, we are required to act in a fiduciary capacity, which includes a duty of loyalty and a duty of care. This means we are required to act solely in your best interest.
2. We have an obligation to fully and fairly disclose to you in writing all material actual or potential conflicts of interest that might impair our ability to render unbiased and competent advice to you. We are providing these and other required disclosures in [Appendix A](#) attached hereto.

As your Municipal Advisor, Ehlers shall provide this advice and service at such fees, as described within [Appendix B](#) attached hereto.

This documentation and all appendices hereto shall be effective as of its date unless otherwise terminated by either party upon 30 days written notice to the other party.

During the term of our municipal advisory relationship, this writing might be amended or supplemented to reflect any material change or additions.

We look forward to working with you on this Project.

Sincerely,

Ehlers & Associates



Harry Allen
Senior Municipal Advisor

¹ This document is intended to satisfy the requirements of MSRB Rule G-42(b) and Rule G-42(c).

Appendix A

DISCLOSURE OF CONFLICTS OF INTEREST/OTHER REQUIRED INFORMATION

Actual/Potential Material Conflicts of Interest

Ehlers has no known actual or potential material conflicts of interest that might impair its ability either to render unbiased and competent advice or to fulfill its fiduciary duty to Client.

Other Engagements or Relationships Impairing Ability to Provide Advice

Ehlers is not aware of any other engagement or relationship Ehlers has that might impair Ehlers' ability to either render unbiased and competent advice to or to fulfill its fiduciary duty to Client.

Affiliated Entities

Ehlers offers related services through two affiliates of Ehlers, Bond Trust Service Corporation (BTSC) and Ehlers Investment Partners (EIP). BTSC provides paying agent services while Ehlers Investment Partners (EIP) provides investment related services and bidding agent service. Ehlers and these affiliates do not share fees. If either service is needed in conjunction with an Ehlers municipal advisory engagement, Client will be asked whether or not they wish to retain either affiliate to provide service. If BTSC or EIP are retained to provide service, a separate agreement with that affiliate will be provided for Client's consideration and approval.

Solicitors/Payments Made to Obtain/Retain Client Business

Ehlers does not use solicitors to secure municipal engagements; nor does it make direct or indirect payments to obtain or retain Client business.

Payments from Third Parties

Ehlers does not receive any direct or indirect payments from third parties to enlist Ehlers recommendation to the Client of its services, any municipal securities transaction or any financial product.

Payments/Fee-splitting Arrangements

Ehlers does not share fees with any other parties and any provider of investments or services to the Client. However, within a joint proposal with other professional service providers, Ehlers could be the contracting party or be a subcontractor to the contracting party resulting in a fee splitting arrangement. In such cases, the fee due Ehlers will be identified in a Municipal Advisor writing and no other fees will be paid to Ehlers from any of the other participating professionals in the joint proposal.

Municipal Advisor Registration

Ehlers is registered with the Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB).

Material Legal or Disciplinary Events

Neither Ehlers nor any of its officers or municipal advisors have been involved in any legal or disciplinary events reported on Form MA or MA-I nor are there any other material legal or disciplinary events to be reported. Ehlers' application for permanent registration as a Municipal Advisor with the (SEC) was granted on July 28, 2014 and contained the information prescribed under Section 15B(a)(2) of the Securities and Exchange Act of 1934 and rules thereunder. It did not list any information on legal or disciplinary disclosures.

Client may access Ehlers' most recent Form MA and each most recent Form MA-I by searching the Securities and Exchange Commission's EDGAR system (currently available at <http://www.sec.gov/edgar/searchedgar/companysearch.html>) and searching under either our Company Name (Ehlers & Associates, Inc.) or by using the currently available "Fast Search" function and entering our CIK number (0001604197).

Ehlers has not made any material changes to Form MA or Form MA-I since that date.

Conflicts Arising from Compensation Contingent on the Size or Closing of Any Transaction

The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client. Compensation contingent on the size of the transaction presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation. Compensation contingent on the closing of the transaction presents a conflict because the advisor may have an incentive to recommend unnecessary financings or recommend financings that are disadvantageous to the client. If the transaction is to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Any form of compensation due a Municipal Advisor will likely present specific conflict of interests with the Client. If a Client is concerned about the conflict arising from Municipal Advisor compensation contingent on size and/or closing of their transaction, Ehlers is willing to discuss and provide another form of Municipal Advisor compensation. The Client must notify Ehlers in writing of this request within 10 days of receipt of this Municipal Advisor writing.

MSRB Contact Information

The website address of the MSRB is www.msrb.org. Posted on the MSRB website is a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the financial regulatory authorities.

Appendix B

PROJECT FINANCIAL ANALYSIS AND NEGOTIATION

The Town of Brookfield (“Client”) has requested that Ehlers undertake a financial analysis of a project proposed by West End Development (“Developer”).

Project Background

The Developer has submitted a request for public assistance from the Town of Brookfield. The project would contain a mix of multifamily units and retail/commercial property (“Project”). The Client is in receipt of a request from the Developer for public assistance. The Developer suggests that without public financing assistance, the Project would not proceed as planned.

Upon approval by the Client, Ehlers will conduct an analysis of the Project’s financial materials including operating information and sources and uses (“Proforma”) to identify whether a financing “gap” exists that could be filled with public assistance. Ehlers will analyze current market conditions and may offer alternative methods of providing public assistance in order to meet the “but for” test.

Scope of Service

Ehlers proposes and agrees to provide the following scope of services:

- 1) **Review Developer’s Project information.** Ehlers will compile and conduct analysis on the Developer’s financial materials for the Project. Prior to beginning our analysis, the following materials from the Developer are needed:
 - a) Description of structure of public assistance needed and a narrative for why it is being requested.
 - b) Developer’s Proforma including property tax projections and anticipated financial returns (if available, Developer should provide an Excel version).
 - c) Backup documentation for:
 - i) Construction costs
 - ii) Any proposed commercial tenants, rents and pass-throughs
 - iii) Any Developer financing related to the project and specific terms.
 - d) “As is” appraisal for the site, Purchase and Sale Agreement, or other backup for the purchase price.
 - e) Site plans, architectural plans, and conceptual elevations including square footage of all commercial/residential space and gross square footage for the project.
 - f) A GANTT Chart or proposed timeline for project completion and lease-up, if necessary.

- 2) **Conduct analysis on the project Proforma, both with public assistance and without it.** Ehlers will review the Developer's projected revenues and expenses associated with the ongoing operation of the completed Project as compared to Ehlers' model and assumptions utilizing industry resources, such as CoStar, RS Means, as well as local market expertise. Ehlers will prepare other alternate scenarios to provide the Client a reasonable expectation of the Developer's projected returns within market ranges, and any associated risks for the Client.
- 3) **Estimate Client revenues from TIF or other sources.** Ehlers will build a cash flow model from the proposed Project that may support financing the Developer's "gap," if any, and compare to the Developer's numbers. Ehlers will examine whether these revenues are appropriate to fill the "gap," if any. Ehlers will review and provide feedback on whether any of the Developer's project costs are eligible expenses under state statutes. Finally, Ehlers will identify options for financing any needed Client portion of the Project, if necessary.
- 4) **Prepare a summary report for the Client.** The report will summarize the results of the analysis and make recommendations as appropriate to the Client. Ehlers will conduct a conference call with Client's staff to discuss the analysis, potential costs and benefits of the Project and review any additional feedback from the Client prior to the final report. Ehlers will be available to make a presentation to the Client Board/Council as appropriate.
- 5) **Participate in Developer Negotiations, as requested by the Client.** As needed, Ehlers will participate with the Client's negotiating team in Developer negotiations to assist in the creation of term sheets and financing options. If needed, Ehlers staff will provide support to the Client in discussions and developing iterations of a Development Agreement. The final agreement is subject to Client's attorney approval.

Based on the financial analysis outlined above, Ehlers will make recommendations to the Client on possible incentives or assistance to Developer, and the use of "Look Back" provisions in the development agreement, so that if the Project is more successful than originally projected when submitting a public assistance request, the Developer returns a portion of the funds to the Client. If warranted, Ehlers will conduct further analysis, modeling and "what-if" scenarios as part of this engagement. The Ehlers team assigned to the Client is available for questions and encourages as much collaboration as possible.

Timeline

To complete the agreed upon scope of work, Ehlers estimates that 30 days are needed from the time we receive required information from the Developer. This estimate may change depending on various factors, including the complexity of the project, the corresponding TID statutory deadlines, if applicable, and the completeness of data received from the Developer. Ehlers will be transparent throughout the technical and reporting processes and will be available to discuss the findings of the project throughout the engagement. If the Client determines that the schedule needs to change, Ehlers will use its best efforts to accommodate the timeline.

Additional Services (Elective)

Though not a part of this scope of services, should a “Look Back” provision be incorporated into a development or redevelopment agreement, Client may authorize Ehlers, under a separate engagement, to perform a “Look Back” analysis upon Project sale or another milestone such as stabilization. Ehlers will review the Developer’s actual costs and financial returns in accordance with the timing and returns outlined in the respective development agreement. Ehlers will inform the Client of the results and prepare a summary report for the Client, and if authorized by the Client, for review by Developer. This scope of services will be billed on an hourly basis, based on prevailing rates at the time of the engagement.

Compensation

Ehlers will charge Client an hourly fee of \$350 per hour not to exceed \$15,000 for preparation of the analysis detailed in Scope of Service items 1 - 4.

In the event the work effort required to complete the Scope of Service increases substantially due to significant changes to the Developer’s Proforma, introduction of new information, preparation of multiple alternative scenarios, or protracted negotiations, Ehlers will discuss with Client an estimated range of fees in addition to the fee range listed above.

For any service directed by Client and not covered by this, or another applicable Appendix, Ehlers will bill the Client at an hourly rate that is dependent upon the task/staff required to meet Client request at no less than \$125.00/hour and not to exceed \$350.00/hour.

Payment for Services

For all compensation due to Ehlers, Ehlers will invoice the Client for the amount due at the completion of the work. Our fees include our normal travel, printing, computer services, and mail/delivery charges. The invoice is due and payable upon receipt by the Client.

Client Engagement

The Client hereby accepts the terms set forth in this Written Municipal Advisor Client Disclosure and engages Ehlers to provide the services described above. This Letter shall be effective as of the date of its acceptance by Client. The above Scope of Services is hereby accepted by the Town of Brookfield, Wisconsin, by its authorized officer this

_____ day of _____, 20____.

By: _____
(Signature) (Print Name)

Title: _____
(Print Title)

October 31, 2025

Scott Hartung, Highway Superintendent
Town of Brookfield
655 N. Janacek Rd
Brookfield, WI 53045

Dear Scott,

We own the 19340-50 Emerald Drive Brookfield, WI 53045 property.

Recently, several large trees fell from the Town of Brookfield owned property north of the house, onto our house and deck which is located in the City of Brookfield.

The Tax Key for the property that the trees fell from is: BKFT1133226

There is an urgent need to remove the trees from the house, and to repair all the damages caused by these trees. This a rental unit and our tenants should not be inconvenienced any longer than necessary.

Please accept this official notice that this particular area seems to be neglected; many other trees look to be dangerous and most probably will be potential problems causing damage in the near future.

I am ready to meet with you as soon as possible to view this area. I am anxious to hear your plans for rectifying this situation.

Thank you in advance for your anticipated prompt attention to this matter.

Sincerely,

Laura Harvancik 414.322.0505

Carol Vesely 414-322-7682

Cc:file

ORDER TO RAZE BUILDING

TO: Charles M. Boehringer and Jacquelyn K. Boehringer
20792 Watertown Road
Waukesha, WI 53186

RE: 20792 Watertown Road, Town of Brookfield
Waukesha County, Wisconsin
Tax Key No.: BKFT1128990

This Order to Raze Building (this “Order”), dated as of the date signed below, is made by the Building Inspector of the Town of Brookfield pursuant to Wis. Stat. § 66.0413(1), Town of Brookfield Municipal Code Section 14.05.

FINDINGS

1. Charles M. Boehringer and Jacquelyn K. Boehringer are owners of real property located in the Town of Brookfield with a physical address of 20792 Watertown Road, Waukesha, WI 53186 (Tax Key No.: BKFT1128990), which is more particularly described as follows (the “Property”):

All that part of the Southeast 1/4 of Section 30, in Township 7 North, Range 20 East, in the Town of Brookfield, County of Waukesha, State of Wisconsin, bounded and described as follows:

Commencing at a point in the north line of said 1/4 Section distant east 1347.22 feet from the northwest corner of said 1/4 Section; thence east along said north line 149.00 feet; thence south 25 degrees 08 minutes west 170.62 feet; thence south 39 degrees 42 minutes west 52.69 feet; thence south 43 degrees 41 minutes west 132.00 feet; thence north 47 degrees 02 minutes west along the center line of C.T.H. “SS” 111.98 feet; thence north 31 degrees 19 minutes 17 seconds east 250.52 feet to the point of commencement.

2. The Property is improved with two residential structures and a detached garage. The eastern most residential structure on the Property is presently uninhabited (the “Building”).

3. The Building is old, dilapidated or out of repair and consequently dangerous, unsafe, unsanitary or otherwise unfit for human habitation and unreasonable to repair.

4. It is unreasonable to repair the Building as such cost would exceed 50 percent of the assessed value of the Building divided by the ratio of the assessed value to the recommended value as last published by the Department of Revenue for the municipality within which the Building is located.

5. Because the Building is unsanitary and unfit for human habitation, occupancy or use, a placard was posted on the Property on November 11, 2025 stating the following notice: “This Building May Not Be Used For Human Habitation, Occupancy or Use.”

ORDER BASED ON THE ABOVE FINDINGS

6. **IT IS ORDERED THAT** the owners of the Property shall raze the Building located on the Property within 30 days of service of this Order, or if the owners fail or refuse to comply within the time prescribed, the Building Inspector or other designated officer may proceed to raze the Building through any available public agency or by contract or arrangement with private persons, and the cost of razing the Building shall be charged in full or in part against the Property, which shall constitute a lien upon the Property and may be assessed and collected as a special charge.

7. **IT IS FURTHER ORDERED THAT** the owners shall remove all personal property or fixtures found in or around the Building that will unreasonably interfere with the razing of the Building within 30 days of service of this Order, and if the personal property or fixtures are not removed within 30 days of service of this Order, the personal property or fixtures will be sold or, if it has no appreciable value, destroyed.

8. Notice of this Order shall be served as follows: (a) on the owners of record of the Building in the same manner as a summons is served in circuit court, or if the owners cannot be found or the owners are deceased and an estate has not been opened, by posting on the main entrance of the Building and by publication as a Class 1 notice under Wis. Stat. Ch. 985; and (b) On the holder of an encumbrance of record by 1st class mail at the holder's last-known address and by publication as a class 1 notice under Wis. Stat. Ch. 985. The time limited in the Order begins to run from the date of service on the owners or, if the owners and agent cannot be found, from the date that this Order was posted on the Building.

This Order is made as of _____, 2025.

Jason Chromy
Building Inspector, Town of Brookfield

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me this ____ day of _____, 2025, the above-named Jason Chromy, to me known to be the Building Inspector of the Town of Brookfield, who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin
My Commission expires/is _____.

This instrument drafted by:

Attorney Michael P. Van Kleunen
AXLEY LLP
N17W24222 Riverwood Dr., Ste 250
Waukesha, WI 53188
(262)-409-2708; mvk@axley.com



Town of Brookfield Fire Department

Office of the Fire Chief

John-Paul Schilling EFO, CFO

jpschilling@tbfd.org

645 Janacek Rd Brookfield, WI 53045

PH: 262.796.3793 FAX: 262.796.0410

MEMORANDUM

To: Town Board of Supervisors
Town Administrator

From: John-Paul Schilling, Fire Chief
Chris Perket, Chief of Police
Scott Hartung, Highway Superintendent

Date: November 18, 2025

Subject: Recommendation for Separate FY2026 Interoperable Radio Grant Applications – Fire, Police and Public Works Departments and Resolution Approval

Grant Program Summary

The Wisconsin Department of Military Affairs, Office of Emergency Communications (OEC), has released the FY2026 Interoperable Radio Grant Program. This competitive program is designed to assist local government agencies in transitioning operations from the current VHF WISCOM system to the new 7/800 MHz WISCOM system.

Key Details:

- Available Funds Statewide: \$3 million
- Maximum Award: \$50,000 per application (includes local match requirement)
- Local Match: 20% cash match (no in-kind allowed)
- Eligible Applicants: Local units of government (Fire, Police, EMS, PSAPs) that are or will be WISCOM 800 users
- Allowable Expenses:
 - 7/800 MHz P25 Phase II trunking portable, mobile, and base radios
 - Flash upgrades and programming
 - Accessories, installation, and encryption (if properly documented)

- Unallowable Expenses: Infrastructure upgrades (towers, cabling), non-core accessories
 - Timeline:
 - Applications due: January 15, 2026
 - Awards announced: April 2026
 - Project start: May 1, 2026
 - Project end: May 1, 2027
-

Town of Brookfield Eligibility

- The Fire Department, Police Department and Department of Public Works are eligible as independent applicants under this grant program.
 - Each agency must submit:
 - Executed WISCOM User Agreement
 - Training and interoperability plans
 - Vendor quotes and procurement documentation
 - A governing body resolution committing to the 20% local match
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Financial Considerations

- The grant award limit is \$50,000 per application, inclusive of both state funds and the required 20% match.
 - Maximum state share: \$40,000
 - Required local match: \$10,000
- The projected radio replacement costs for 2026 are expected to significantly exceed \$50,000 when factoring in both Police and Fire Department needs.

If only one application is submitted on behalf of both departments, the Town would be capped at a single \$50,000 award.

Recommendation

To maximize grant funding, it is recommended that:

1. The Fire Department submit its own application under the FY2026 Interoperable Radio Grant Program.
2. The Police Department submit a separate application under the same program.
3. The Department of Public Works submit a separate application under the same program.

This approach would allow the Town of Brookfield to pursue up to \$150,000 in combined funding (\$50,000 per department), thereby significantly offsetting the total radio replacement costs.

Each department will prepare the necessary supporting documents (WISCOM agreements, vendor quotes, interoperability/training plans, and governing body resolutions) to ensure compliance with grant requirements.

Conclusion

By pursuing separate applications for Fire, Police and the Department of Public Works, the Town of Brookfield can maximize state reimbursement opportunities and minimize local tax levy impact while ensuring all three departments are fully prepared for the statewide migration to WISCOM 800.

We recommend the Town Board authorize the Fire Department, Police Department and the Department of Public Works to apply independently under this program and approve the individual department resolutions.

Resolution No. 2025-05

INTENTION TO JOIN THE STATEWIDE PUBLIC SAFETY INTEROPERABLE
COMMUNICATION SYSTEM

FOR THE TOWN OF BROOKFIELD

WHEREAS, Wisconsin Statute § 323.29(5) requires the Wisconsin Department of Military Affairs to provide grants to local units of government for public safety interoperable communication system upgrades.

WHEREAS, the Wisconsin Department of Military Affairs refers to the statewide public safety interoperable communication system as WISCOM, and the upgraded 7/800 MHz system as WISCOM 800.

WHEREAS, Wisconsin Statute § 323.29(5)(b)2 requires that, to be eligible for a grant, the local unit of government's governing body submit a resolution or other written commitment indicating its intent to join the replacement statewide public safety interoperable communication system when it becomes available.

WHEREAS, Wisconsin Statute § 323.29(5)(b)2 requires that, to be eligible for a grant, the local unit of government's governing body submit a resolution or other written commitment indicating the local unit of government's intent to spend its own funds in an amount equal to 20 percent of the total grant awarded.

NOW, THEREFORE, BE IT RESOLVED by the Town of Brookfield Board of Supervisors that the Town of Brookfield Department of Public Works is hereby committed to joining the replacement statewide public safety interoperable communication system as an interoperable user when it becomes available and will spend its own funds for 20 percent of the total of any grant awarded.

Resolution No. 2025-06

INTENTION TO JOIN THE STATEWIDE PUBLIC SAFETY INTEROPERABLE
COMMUNICATION SYSTEM

FOR THE TOWN OF BROOKFIELD

WHEREAS, Wisconsin Statute § 323.29(5) requires the Wisconsin Department of Military Affairs to provide grants to local units of government for public safety interoperable communication system upgrades.

WHEREAS, the Wisconsin Department of Military Affairs refers to the statewide public safety interoperable communication system as WISCOM, and the upgraded 7/800 MHz system as WISCOM 800.

WHEREAS, Wisconsin Statute § 323.29(5)(b)2 requires that, to be eligible for a grant, the local unit of government's governing body submit a resolution or other written commitment indicating its intent to join the replacement statewide public safety interoperable communication system when it becomes available.

WHEREAS, Wisconsin Statute § 323.29(5)(b)2 requires that, to be eligible for a grant, the local unit of government's governing body submit a resolution or other written commitment indicating the local unit of government's intent to spend its own funds in an amount equal to 20 percent of the total grant awarded.

NOW, THEREFORE, BE IT RESOLVED by the Town of Brookfield Board of Supervisors that the Town of Brookfield Police Department is hereby committed to joining the replacement statewide public safety interoperable communication system as an interoperable user when it becomes available and will spend its own funds for 20 percent of the total of any grant awarded.

Resolution No. 2025-07

INTENTION TO JOIN THE STATEWIDE PUBLIC SAFETY INTEROPERABLE
COMMUNICATION SYSTEM

FOR THE TOWN OF BROOKFIELD

WHEREAS, Wisconsin Statute § 323.29(5) requires the Wisconsin Department of Military Affairs to provide grants to local units of government for public safety interoperable communication system upgrades.

WHEREAS, the Wisconsin Department of Military Affairs refers to the statewide public safety interoperable communication system as WISCOM, and the upgraded 7/800 MHz system as WISCOM 800.

WHEREAS, Wisconsin Statute § 323.29(5)(b)2 requires that, to be eligible for a grant, the local unit of government's governing body submit a resolution or other written commitment indicating its intent to join the replacement statewide public safety interoperable communication system when it becomes available.

WHEREAS, Wisconsin Statute § 323.29(5)(b)2 requires that, to be eligible for a grant, the local unit of government's governing body submit a resolution or other written commitment indicating the local unit of government's intent to spend its own funds in an amount equal to 20 percent of the total grant awarded.

NOW, THEREFORE, BE IT RESOLVED by the Town of Brookfield Board of Supervisors that the Town of Brookfield Fire Department is hereby committed to joining the replacement statewide public safety interoperable communication system as an interoperable user when it becomes available and will spend its own funds for 20 percent of the total of any grant awarded.