



## Office of the Town Clerk

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

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

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### MEETING AGENDA

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Wednesday, February 19, 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
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1. Call to Order & Roll Call.
2. Meeting Notices.
3. Approval of Agenda.
4. Approval of Minutes:  
February 4, 2025 meeting of the TB, UD1, SD4.
5. Citizen Comments: Three-minute limit.
6. Old Business: None.
7. New Business.
  - a. Discussion and possible action regarding Strand Associates, Inc. Task Order No. 25-01: Davidson Road Reconstruction for survey, design, and bidding-related services.
8. Departments, Boards, Committee/Commission Reports/Recommendations.
  - a. Clerk's Office: February Primary Election results summary.
9. Approval of Vouchers and Checks.
10. Communication and Announcements.
11. Adjourn.

Posted February 17, 2025

Tom Hagie, Administrator/Interim-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.



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### MEETING MINUTES

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Tuesday, February 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
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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: Attorney Michael Van Kleunen, Town Planner Bryce Hembrook, Fire Chief John Schilling, Deputy Clerk Emily Howells, and Administrator/Interim Clerk Tom Hagie.

2. Meeting Notices.

Hagie confirmed the meeting notices were posted as required by law.

3. Approval of Agenda.

Motion by Schatzman to adopt the agenda; seconded by Charlier.

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

4. Approval of Minutes:

January 21, 2025 meeting of the TB, UD1, SD4.

January 21, 2025 joint meeting of the TB & CDA.

Motion by Stanelle to approve the January 21, 2025 TB, UD1, SD4 meeting minutes as presented; seconded by Kohlmann.

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

Motion by Stanelle to approve the January 21, 2025 TB & CDA meeting minutes as presented; seconded by Kohlmann.

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

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

6. Old Business: None.

7. New Business:

a. Presentation of Citation by the Senate for Gordon Gaeth by Wisconsin State Senator Rob Hutton.

b. Discover Brookfield quarterly update on Town tourism.

Anna from Discover Brookfield presented the forecasted 2025 event calendar, marketing strategies and how these are reflected in their budget.

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

a. Plan Commission

1. Recommendation to provide Conceptual Approval to Jim Taylor, representing Oscars Frozen Custard, requesting review and comment on the conceptual site plan for building reconstruction at 21165 Highway 18 (Moreland Road).

Motion by Kohlmann to approve the Conceptual Approval to Jim Taylor, representing Oscars Frozen Custard, requesting review and comment on the conceptual site plan for building reconstruction at 21165 Highway 18 (Moreland Road); seconded by Charlier.

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

2. Recommendation to set a date for a Public Hearing to consider a Conditional Use Permit for a drive-thru to Jim Taylor, representing Oscars Frozen Custard, at 21165 Highway 18 (Moreland Road).  
Motion by Chairman Henderson to have staff set a date for a Public Hearing if a Conditional Use Permit is needed; seconded by Kohlmann.  
Motion prevailed by a voice vote (5-0).
9. Approval of Vouchers and Checks.  
Motion by Schatzman to approve vouchers and checks in the amount of \$180,653.14; seconded by Stanelle.  
Motion prevailed by a voice vote (5-0).
10. Communication and Announcements.  
Deputy Howells: Elections updates.  
Kohlmann: Remarks on Bullwinkles' soft opening success.  
Stanelle: Inquired about the totaled police cruiser from the pursuit in January.  
Chairman Keith: Confirmed skate night was still happening.  
Stanelle: Bob McIntyre still waiting on system to organize pickle ball court reservations.
11. Adjourn.  
Motion by Kohlmann to adjourn at 7:49 p.m.; seconded by Charlier.  
Motion prevailed by a voice vote (5-0).

Respectfully submitted by,  
Tom Hagie, Administrator/Interim-Clerk



# Memo

**To:** Town Board  
**From:** Tom Hagie, Town Administrator  
**Date:** February 10, 2025  
**Re:** Strand Associates, Inc. TO 2025-01 – Davidson Road Reconstruction

The Town of Brookfield is partnering with the City of Brookfield and City of Waukesha to reconstruct roughly 10,000 feet of Davidson Road from Stonehedge Drive in the City of Brookfield to its termini in the City of Waukesha near E Main Street. The project is split into three segments

1. Waukesha segment – Termini to Springdale (~2,200 feet)
2. West segment – Springdale Road to Barker Road (~4,800 feet)
3. East segment – Barker Road to Stonehedge Drive (~3,000 feet)

The City of Waukesha has elected to complete their own design for their section of the project and we will be incorporating their project into the overall bid package. The City of Brookfield has deferred to us for the design, bidding, and construction management given that the Town has the largest section of the project.

The project cost will be split based on the cost related to each section of the project. To offset Town costs, the Town applied for and received a \$1.72 million grant through the Local Road Improvements Program – Supplemental projects program for the design and construction costs related to the project. Tables 1-3 summarize the cost related to the East and West segments of the project, the cost share with the State, and the total cost for the Town.

**Table 1 DAVIDSON ROAD - WEST SEGMENT**

<b>Component</b>	<b>Local Share (30%)</b>	<b>State Share (70%)</b>	<b>Total Cost</b>	<b>%</b>
Stormwater	\$309,000	\$721,000	\$1,030,000	41.90%
Road	\$332,400	\$775,600	\$1,108,000	45.10%
Engineering	\$96,000	\$224,000	\$320,000	13.00%
<b>Total</b>	<b>\$737,400</b>	<b>\$1,720,600</b>	<b>\$2,458,000</b>	<b>100.00%</b>

**Table 2 - DAVIDSON ROAD - EAST SEGMENT**

Component	Local Share (100%)	State Share (0%)	Cost	%
Stormwater	\$100,000	\$0	\$100,000	15.63%
Road	\$470,000	\$0	\$470,000	73.44%
Engineering	\$70,000	\$0	\$70,000	10.94%
<b>Total</b>	<b>\$640,000</b>	<b>\$0</b>	<b>\$640,000</b>	<b>100.00%</b>

**Table 3 – Total Project Cost Summary**

Component	Town Share	State Share	Cost	%
Stormwater	\$410,000	\$721,000	\$1,130,000	36.48%
Road	\$810,000	\$775,600	\$1,578,000	50.94%
Engineering	\$170,000	\$224,000	\$390,000	12.59%
<b>Total</b>	<b>\$1,390,000</b>	<b>\$1,720,600</b>	<b>\$3,098,000</b>	<b>100.00%</b>

Table 4 summarizes the cost share between municipalities for Strand Associates, Inc. Task Order 2025-01. The cost split is based on the percentage of roadway ownership between the Town and City of Brookfield, roughly 89% Town/11% City, for the survey, design, and bidding costs. The City of Waukesha is surveying and designing their own portion of the project and therefore their costs have not been included. However, a small cost for the City of Waukesha is included to incorporate their plans and specifications into the bidding documents.

**Table 4 – Task Order 2025-01 Cost Summary**

Task	Total Cost	Est. Hours	Cost Share		
			Town of Brookfield	City of Brookfield	City of Waukesha*
Survey	\$36,000	200	\$32,000	\$4,000	--
Design	\$179,000	985	\$159,000	\$20,000	--
Bidding	\$5,000	25	\$2,000	\$2,000	\$1,000
<b>TOTAL</b>	<b>\$220,000</b>	<b>1,210</b>	<b>\$193,000</b>	<b>\$26,000</b>	<b>\$2,000</b>

\* City of Waukesha is surveying and designing their portion of project (dead-end to 200' east of Springdale Road)

Being considered at the February 19, 2025 Town Board meeting is the approval of Task Order 2025-01 for Strand Associates, Inc. The construction costs will be considered at a future Town Board meeting.

Thank you,  
 Tom Hagie  
 Town Administrator



Strand Associates, Inc.<sup>®</sup>  
910 West Wingra Drive  
Madison, WI 53715  
(P) 608.251.4843  
www.strand.com

Task Order No. 25-01  
Town of Brookfield, Wisconsin (OWNER)  
and Strand Associates, Inc.<sup>®</sup> (ENGINEER)  
Pursuant to Agreement for Technical Services dated May 22, 2023

## Project Information

Project Name: Davidson Road Reconstruction

Services Description: Provide survey, design, and bidding-related services for the reconstruction of approximately 4,750 linear feet of Davidson Road (from 200 feet east of Springdale Road to Barker Road) and approximately 3,000 linear feet of Davidson Road (from Barker Road to Stonehedge Drive).

## Scope of Services

ENGINEER will provide the following services to OWNER.

### Survey Services

1. Contact Diggers Hotline to mark buried utilities. Provide a topographic survey of the Davidson Road corridor from the western limits (200 feet east of Springdale Road) to South Stonehedge Drive.
2. Assist OWNER in communicating with private utility owners within the project area.

### Design Services

1. Prepare road drawings for the pulverization of the existing asphalt pavement and underlying base course and overlay of new asphalt pavement. The proposed roadway section from Springdale Road to Barker Road includes two 12-foot-wide lanes with new curb and gutter and storm sewer design. This segment of the corridor will include design of a new paved multi-use path. The proposed roadway section from Barker Road to Stonehedge Drive includes two 11-foot-wide lanes with four-foot-wide paved shoulders on each side and two-foot-wide gravel shoulders. The roadway design will include grading of ditches on each side of the road, driveway culvert replacement, roadway cross culverts, and restoration.
2. Prepare the following road drawings:
  - a. Title sheet.
  - b. General notes.
  - c. Typical sections.
  - d. Construction details.
  - e. Intersection details (including up to 24 curb ramp details).
  - f. Plan and profile view drawings with storm sewer design and tables.
  - g. Erosion control and restoration drawing.
  - h. Stormwater Best Management Practice plan and detail drawing.

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- i. Pavement marking and permanent signage drawings (nonstandard sign layouts are not anticipated).
  - j. Traffic control drawings.
  - k. Cross sections (50-foot frequency and at driveways).
3. Prepare draft Bidding Documents using Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2018 edition, technical specifications, and engineering drawings and incorporate OWNER review comments, as appropriate.
  4. Prepare for and attend a kickoff meeting and three design review meetings with OWNER.
  5. Prepare prebid opinion of probable construction costs for the project and submit to OWNER.
  6. Prepare and submit Wisconsin Department of Natural Resources Construction Site Erosion Control and Stormwater Permit. OWNER shall pay permit fees.
  7. Prepare a stormwater management plan in accordance with Wisconsin State Legislative Code, Chapter NR 151.

### Bidding-Related Services

1. Distribute Bidding Documents electronically through QuestCDN, available at [www.strand.com](http://www.strand.com) and [www.questcdn.com](http://www.questcdn.com). Submit Advertisement to Bid to OWNER for publishing in the Waukesha Freeman. OWNER shall pay the cost for publishing.
2. Prepare addenda and answer questions during bidding.
3. Attend bid opening, tabulate and analyze bid results, and assist OWNER in the award of the Construction Contract.
4. Prepare two sets of Contract Documents for signature, which shall be executed and distributed by OWNER.

### **Compensation**

OWNER shall compensate ENGINEER for Services under this Task Order on an hourly rate basis plus expenses an estimated fee of \$220,000.

### **Schedule**

Services will begin upon execution of this Task Order, which is anticipated the week of February 3, 2025. Services are scheduled for completion on December 31, 2026.

### TASK ORDER AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

STRAND ASSOCIATES, INC.®

OWNER:

TOWN OF BROOKFIELD, WISCONSIN

**DRAFT**

\_\_\_\_\_  
Joseph M. Bunker  
Corporate Secretary

Date

**DRAFT**

\_\_\_\_\_  
Keith Henderson  
Town Chairperson

Date