



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, January 6, 2025
7 p.m.

Town Board	Eric Gnant Room
Utility District No. 1	TOB Municipal Building
Sanitary District No. 4	645 N. Janacek Rd., Brookfield, WI

1. Call to Order & Roll Call.
2. Meeting Notices.
3. Approval of Agenda.
4. Approval of Minutes:
 - a. December 16, 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. Recognition of Firefighter/EMT Collin Haskey for completion of his probationary period.
 - b. Discussion and possible action regarding Resolution 2026-01 Updating the Master Fee Schedule.
 - c. Discussion and possible action regarding the change of Election Day(s) Town Board meeting dates.
9. Departments Reports/Recommendations:
 - a. Sanitary District No. 4
 1. Discussion and possible action regarding Strand Task Order 25-03 Cherokee Lift Station Motor Control Panel Replacement.
10. Approval of Vouchers and Checks.
11. Communication and Announcements.
12. Adjourn.

Posted January 2, 2026

Emily Howells, Town 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

Tuesday, December 16, 2025

Immediately Following Joint CDA &
Town Board Meeting

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 7:18 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 Jim Hammes, Highway Superintendent Scott Hartung, Sanitary District No. 4 Superintendent Tony Skof, Fire Chief John Schilling, Town Planner Rebekah Leto, Committee Members Dan Zuperku and Don Mueller 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 Kohlmann to approve the agenda with the exception that item 9(b) be moved before item 8(a); seconded by Charlier.

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

4. Approval of Minutes:

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

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

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. Recognition of Firefighter Matthew Conrad for completion of his probationary period.

b. Discussion and possible action regarding Resolution 2025-10 Approving an Amendment to the Project Plan for Tax Incremental District No. 1A.

Motion by Kohlmann to approve Resolution 2025-10 Approving an Amendment to the Project Plan for Tax Incremental District No. 1A.; seconded by Charlier.

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

c. Discussion and possible action regarding the Joint Powers Agreement with Waukesha County for the 9-1-1 Emergency System.

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Motion by Kohlmann to approve the Joint Powers Agreement with Waukesha County for the 9-1-1 Emergency System.; seconded by Charlier.

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

- d. Discussion and possible action regarding the Agreement for Use of Waukesha Fire Department Training Facility.

Motion by Charlier to approve the Agreement for Use of Waukesha Fire Department Training Facility; seconded by Schatzman.

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

- e. Discussion and possible action regarding the Utility Acceptability of Construction for Penzey's Spices, located at 19300 Janacek Ct, Brookfield, WI 53045.

Motion by Charlier to approve the Utility Acceptability of Construction for Penzey's Spices, located at 19300 Janacek Ct, Brookfield, WI 53045; seconded by Schatzman.

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

9. Departments Reports/Recommendations:

- a. Police Department

1. Discussion and possible action regarding the Three-Year Repayment Agreement.

Motion by Schatzman to approve the Three-Year Repayment Agreement; seconded by Stanelle.

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

- b. Plan Commission

1. Discussion and possible action regarding the request by Jordan Jackson, representing The Sandtrap LLC, for approval of PHASE II for the Conditional Use Permit, located at 17800 W. Bluemound Rd.

Motion by Charlier to approve the request by Jordan Jackson, representing The Sandtrap LLC, for approval of PHASE II for the Conditional Use Permit, located at 17800 W. Bluemound Rd with a three month review to follow; seconded by Stanelle.

Motion prevailed by a voice vote (3-2). Chairman Henderson and Kohlmann voted Nay.

2. Discussion and possible action regarding the request by Point Real Estate to set a public hearing date to consider an amendment to the Conditional Use Permit and the Plan of Operation that would result in a change in use from commercial to residential in an existing building, located at 655 N. Brookfield Rd.

Motion by Stanelle to approve the request by Point Real Estate to set a public hearing date of Tuesday, January 27, 2026, to consider an amendment to the Conditional Use Permit and the Plan of Operation that would result in a change in use from commercial to residential in an existing building, located at 655 N. Brookfield Rd.; seconded by Kohlmann.

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

3. Discussion and possible action regarding the request by KCG Companies LLC to set a public hearing date to consider an amendment to the Town Land Use Plan Map and zoning map to allow for a potential future multi-family residential development, located at 1345 S. Barker Rd.

Motion by Stanelle to approve the request by KCG Companies LLC to set a public hearing date of Tuesday, January 27, 2026, to consider an amendment to the Town Land Use Plan Map and zoning map to allow for a potential future multi-family residential development, located at 1345 S. Barker Rd.; seconded by Kohlmann.

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

c. Sanitary District No. 4

1. Discussion and possible action regarding the proposed 2026 Sanitary District No. 4 Budget.

Motion by Kohlmann to approve the proposed 2026 Sanitary District No. 4 Budget; seconded by Charlier.

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

2. Discussion and possible action regarding Ordinance 2025-04 Sanitary District No. 4 Establishing Sewer Rates.

Motion by Charlier to approve Ordinance 2025-04 Sanitary District No. 4 Establishing Sewer Rates; seconded by Kohlmann.

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

d. Utility District No. 1

1. Discussion and possible action regarding the proposed 2026 Utility District (Stormwater Utility) Budget.

Motion by Kohlmann to approve the proposed 2026 Utility District (Stormwater Utility) Budget; seconded by Schatzman.

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

10. Approval of Vouchers and Checks.

Motion by Schatzman to approve vouchers and checks in the amount of \$412,042.60; seconded by Stanelle.

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

11. Communication and Announcements.

- a. Charlier inquired of the Chamber's reimbursement. Hagie provided a timeline of repayment.
- b. Stanelle attended the Board of Directors HOA meeting for the Corners of Brookfield.
- c. Kohlmann wished everyone a Merry Christmas!
- d. Chairman Henderson wished everyone a Happy New Year, and any subsequent holidays that may be celebrated.

12. Adjourn.

Motion by Kohlmann to adjourn at 8:23 p.m.; seconded by Charlier.

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

Respectfully submitted by,

Emily Howells, Town Clerk

STATE OF WISCONSIN:

TOWN OF BROOKFIELD:

WAUKESHA COUNTY:

RESOLUTION #2026-01

**RESOLUTION UPDATING THE TOWN OF BROOKFIELD
MASTER FEE SCHEDULE**

WHEREAS, under the Town of Brookfield Code, the Town Board for the Town of Brookfield may from time to time update all or portions of its Master Fee Schedule by adoption of a resolution; and

WHEREAS, by adoption of this Resolution, the Town Board desires to update certain portions of its Master Fee Schedule, as further shown on the attached **Exhibit A**.

NOW, THEREFORE, BE IT RESOLVED, the Town of Brookfield Master Fee Schedule shall be revised and updated in accordance with Exhibit A attached to this Resolution;

BE IT FURTHER RESOLVED that all other fees on the Master Fee Schedule shall remain in full force and effect.

Adopted this 6th day of January, 2026.

BY: _____
Keith Henderson, Chairman

BY: _____
John Charlier, Supervisor

BY: _____
Steve Kohlmann, Supervisor

BY: _____
John R. Schatzman, Sr., Supervisor

BY: _____
Ryan Stanelle, Supervisor

ATTEST: _____
Emily Howells, Town Clerk

Exhibit A

Open Records Request	
Charge for copies of printed records	\$0.25/page (double sided)
Charge for photos on photo paper	Actual cost to reproduce
Existing electronic records	<ol style="list-style-type: none">1. Email - no charge2. DVD - \$0.50/disc3. Flash Drive - Actual cost of device4. Other formats - actual cost to produce
Prepayment required if actual document production costs are more than \$5.00	
May require prepayment if location costs are greater than \$50.00	
Postage to be charged at cost	