



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, January 6, 2026
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.

Chairman Henderson called the meeting to order at 7:00 p.m.

Present: Chairman Keith Henderson; Supervisors Steve Kohlmann, John Charlier, John Schatzman and Ryan Stanelle.

A quorum was met (5-0).

Staff Present: Administrator Tom Hagie, Sanitary District No. 4 Superintendent Tony Skof, Assistant Fire Chief Tony D'Amico, and 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 Schatzman.

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

4. Approval of Minutes:

a. December 16, 2025 meeting of the TB, UD1, SD4.

Motion by Stanelle to approve the minutes of December 16, 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. 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.

Motion by Kohlmann to approve Resolution 2026-01 Updating the Master Fee Schedule with the proposed changes including the addition of the cost for staff preparation; seconded by Charlier.

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

c. Discussion and possible action regarding the change of Election Day(s) Town Board meeting dates.

Motion by Schatzman to move the Tuesday, February 17th meeting date to Wednesday, February 18th at 7 p.m. *if necessary*, and to move the Tuesday, November 3rd meeting date to Wednesday, November 4th at 7 p.m.; seconded by Stanelle.

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

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

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.

Motion by Charlier to approve Strand Task Order 25-03 Cherokee Lift Station Motor Control Panel Replacement.; seconded by Schatzman.

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

10. Approval of Vouchers and Checks.

Motion by Kohlmann to approve vouchers and checks in the amount of \$236,412.58; seconded by Charlier.

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

11. Communication and Announcements.

- a. Howells announced there is a poll worker training on Thursday, January 8th at 2 p.m.
- b. Howells announced nomination paperwork has be received by Steve Kohlmann, however, no other nomination paperwork was filed by the deadline.
- c. Hagie announced the new Clickshare software has been installed.
- d. Hagie wished everyone a Happy New Year!

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, Town Clerk