



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 20, 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. January 6, 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 a hearing, requested by applicant Eve Serio, to appeal the denial of a Beverage Operator's License.
 - b. Discussion and possible action regarding Weyer Road Drainage Improvement Project Payment Application No. 2.
9. Departments Reports/Recommendations:
 - a. Sanitary District No. 4
 1. Discussion and possible action regarding Strand Task Order 26-01 Well No. 5 and Well No. 6 Rehabilitation.
10. Approval of Vouchers and Checks.
11. Communication and Announcements.
12. Adjourn.

Posted January 16, 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.



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

SUMMARY SHEET
(Use with AP2 or AP3)

APPLICATION FOR PAYMENT

OWNER Town of Brookfield

PROJECT Weyer Road Drainage Improvements

CONTRACTOR All-Ways Contractors

CONTRACT 1-2025

FOR PERIOD ENDING 9-17-2025

PAYMENT APPLICATION DATE 1-14-2026

PAYMENT APPLICATION NO. 2

| | |
|--------------------------------|---------------------|
| TOTAL AMOUNT REQUESTED TO DATE | <u>\$161,087.00</u> |
| LESS RETAINAGE | <u>\$12,886.96</u> |
| NET AMOUNT DUE | <u>\$148,200.04</u> |
| AMOUNT OF PREVIOUS PAYMENTS | <u>\$101,782.75</u> |
| AMOUNT DUE THIS APPLICATION | <u>\$46,417.29</u> |

CONTRACTOR's Certification:

The undersigned CONTRACTOR certifies, to the best of its knowledge, the following: (1) All previous progress payments received from OWNER on account of Work done under the Contract have been applied on account to discharge CONTRACTOR's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to OWNER at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to OWNER indemnifying OWNER against any such Liens, security interest, or encumbrances); and (3) All Work covered by this Application for Payment is in accordance with the Contract Documents and not defective.

Required lien waivers attached.

Dated January 14, 2026

All-Ways Contractors

CONTRACTOR

By


(Authorized Signature)

By

Scott A. Zatchowski

(Print Name)

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated January 14, 2026

STRAND ASSOCIATES, INC.®

By

Justin Gutzki
(Authorized Signature)

By

Justin Gutzki
(Print Name)

Contractor's Application for Payment No. REV 2

| | | | |
|-----------------------|---------------------------------|-----------------------------------|--|
| | | Application Date: 1-14-26 REVISED | Application Period: 8/1/2025 - 9/17/2025 |
| To (Owner): | Town of Brookfield | From (Contractor): | All-Ways Contractors, Inc. |
| Contact: | Tom Hagie | Contact: | Scott Batchelor |
| Project: | Weyer Road Drainage Improvement | Address: | 910 West Wingra Drive Madison, WI 53715 |
| Owner's Contract No.: | Contract 1-2025 | Contractor's Project No.: | Contract 1-2025 |

Change Order Summary

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge:

(1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment;

(2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner per Article 15 of the General Conditions; and

(3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Payment of: \$ 46,417.29
(Line 9 or other - attach explanation of the other amount)

Recommended by: Justin Lutts (Engineer) Date: 1-14-26

Payment of: \$ 46,47.29
(Line 9 or other - attach explanation of the other amount)

Approved by: _____ (Owner) _____ (Date)

By:

Date: 1-14-26

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

REV 2

| For (Project): Weyer Road Drainage Improvements | | | | | | | | Application Date: 1-14-26 REVISED | | | |
|---|--|------|--------------------|----------------|---------------------|------------------------------|------------------------------|---------------------------------------|------------------------------|------------------------------|------------------------------|
| Application Period: | | | | | | | | Owner's Contract No.: Contract 1-2025 | | | |
| A | B | C | D | E | F | G | H | I | J | K | L |
| Item No. | Description | Unit | Estimated Quantity | Bid Unit Price | Bid Item Value (\$) | Work Completed Previously | | Work Completed This Period | | Total Work Completed to Date | |
| | | | | | | Estimated Quantity Installed | Value of Work Installed (\$) | Estimated Quantity Installed | Value of Work Installed (\$) | Estimated Quantity Installed | Value of Work Installed (\$) |
| 1 | Clearing and Grubbing | LS | 1 | \$10,960.00 | \$10,960.00 | 1.00 | \$10,960.00 | 0.00 | \$0.00 | 1.00 | \$10,960.00 |
| 2 | Common Excavation | LS | 1 | \$41,760.00 | \$41,760.00 | 1.00 | \$41,760.00 | 0.00 | \$0.00 | 1.00 | \$41,760.00 |
| 3 | 13-IN by 17-IN Corrugate Metal Pipe Arch Culvert | LF | 375 | \$88.40 | \$33,150.00 | 375.00 | \$33,150.00 | 0.00 | \$0.00 | 375.00 | \$33,150.00 |
| 4 | Apron Endwalls for 13-IN by 17-IN Corrugated Metal Pipe Arch Culvert | EA | 18 | \$395.00 | \$7,110.00 | 18.00 | \$7,110.00 | 0.00 | \$0.00 | 18.00 | \$7,110.00 |
| 5 | 15-IN by 21-IN Corrugated Metal Pipe Arch Culvert | LF | 50 | \$97.50 | \$4,875.00 | 50.00 | \$4,875.00 | 0.00 | \$0.00 | 50.00 | \$4,875.00 |
| 6 | Apron Endwalls for 15-IN by 21-IN Corrugated Metal Pipe Arch Culvert | EA | 4 | \$420.00 | \$1,680.00 | 4.00 | \$1,680.00 | 0.00 | \$0.00 | 4.00 | \$1,680.00 |
| 7 | Removing Storm Sewer and Culvert Pipe Structures | LS | 1 | \$3,750.00 | \$3,750.00 | 1.00 | \$3,750.00 | 0.00 | \$0.00 | 1.00 | \$3,750.00 |
| 8 | Erosion Control | LS | 1 | \$1,720.00 | \$1,720.00 | 1.00 | \$1,720.00 | 0.00 | \$0.00 | 1.00 | \$1,720.00 |
| 9 | Turf Restoration | LS | 1 | \$23,885.00 | \$23,885.00 | 0.00 | \$0.00 | 1.00 | \$23,885.00 | 1.00 | \$23,885.00 |
| TOTAL BASE BID | | | | | \$128,890.00 | 0.00 | \$105,005.00 | | \$23,885.00 | | \$128,890.00 |
| TOTAL ALL ITEMS - Original Bid | | | | | \$128,890.00 | | \$105,005.00 | | \$23,885.00 | | \$128,890.00 |
| CHANGE ORDER #1 | | | | | | | | | | | |
| 1 | Culvert Re-Alignment and Re-Ditching | LS | 1 | \$ 21,555.00 | \$ 21,555.00 | 0.00 | \$0.00 | 1.00 | \$21,555.00 | 1.00 | \$21,555.00 |
| 2 | Martha Land Additional Restoration | LS | 1 | \$ 4,452.00 | \$ 4,452.00 | 0.00 | \$0.00 | 1.00 | \$4,452.00 | 1.00 | \$4,452.00 |
| 3 | Flood Damage Repair Work | LS | 1 | \$ 6,190.00 | \$ 6,190.00 | 0.00 | \$0.00 | 1.00 | \$6,190.00 | 1.00 | \$6,190.00 |
| TOTAL - CHANGE ORDER #1 | | | | | \$ 32,197.00 | | \$0.00 | | \$32,197.00 | | \$32,197.00 |
| TOTAL - ALL ITEMS | | | | | \$ 161,087.00 | | \$105,005.00 | | \$56,082.00 | | \$161,087.00 |