



## 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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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

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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



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### MEETING MINUTES

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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

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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: 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 17<sup>th</sup> meeting date to Wednesday, February 18<sup>th</sup> at 7 p.m. \*if necessary\*, and to move the Tuesday, November 3<sup>rd</sup> meeting date to Wednesday, November 4<sup>th</sup> 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 8<sup>th</sup> 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

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	\$161,087.00
LESS RETAINAGE	\$12,886.96
NET AMOUNT DUE	\$148,200.04
AMOUNT OF PREVIOUS PAYMENTS	\$101,782.75
AMOUNT DUE THIS APPLICATION	\$46,417.29

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.

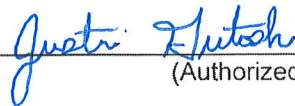
☐ Required lien waivers attached.

Dated January 14, 2026

All-Ways Contractors  
CONTRACTOR  
By   
(Authorized Signature)  
By SCOTT A. ZATCHEWSKI  
(Print Name)

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated January 14, 2026

STRAND ASSOCIATES, INC.®  
By   
(Authorized Signature)  
By Justin Gutowski  
(Print Name)

# Contractor's Application for Payment No. REV 2

To (Owner): Town of Brookfield	Application Date: 1-14-26 REVISED	Application Period: 8/1/2025 - 9/17/2025
Contact: Tom Hagie	From (Contractor): All-Ways Contractors, Inc.	Via (Engineer): Strand Associates, Inc
Project: Weyer Road Drainage Improvement	Contact: Scott Batchelor	Contact: Justin Gutoski
Owner's Contract No.: Contract 1-2025	Address: P.O. Box 798 Elm Grove, WI 53122	Address: 910 West Wingra Drive Madison, WI 53715
	Contractor's Project No.:	Engineer's Project No.: Contract 1-2025

## Change Order Summary

Approved Change Orders			1. ORIGINAL CONTRACT PRICE .....	\$ 128,890.00
Number	Additions	Deductions (Enter as Positive Number)	2. Net change by Change Orders .....	\$ 32,197.00
1	\$32,197.00		3. CURRENT CONTRACT PRICE (Line 1 + Line 2) .....	\$ 161,087.00
			4. TOTAL COMPLETED TO DATE	
			(Column L Total on Progress Estimates) .....	\$ 161,087.00
			5. RETAINAGE:	
			a. 16% X \$80,543.50 Work Completed .....	\$ 12,886.96
			6. RETAINAGE REDUCTION TO DATE (Enter as Positive Number) .....	\$
			7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5a. + Line 6) .....	\$ 148,200.04
			8. LESS PREVIOUS PAYMENTS (Line 7 from Prior Application) .....	\$ 101,782.75
			9. AMOUNT DUE THIS APPLICATION .....	\$ 46,417.29
TOTALS	\$32,197.00	\$0.00		
NET CHANGE BY CHANGE ORDERS	\$32,197.00			


## Contractor's Certification

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

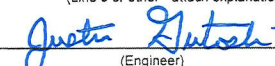
(1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment;

(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.

By:  Date: 1-14-26

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

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

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

Approved by: \_\_\_\_\_  
(Owner) (Date)



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			
								Engineer's Project No:			
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