



Office of the Town Clerk

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

Office: 262-796-3788 | Clerk@TownofBrookfieldwi.gov

MEETING AGENDA

Tuesday, August 4, 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.
2. Meeting Notices.
3. Approval of Agenda.
4. Approval of Minutes:
 - a. July 21, 2026 meeting of the TB, UD1, SD4.
 - b. July 17, 2026 special 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 an application for Appointment of Agent by Olive Garden to appoint Abigail Collins as the successor agent.
 - b. Discussion and possible action regarding an Intermunicipal Cooperation Agreement for the Davidson Road Reconstruction Project.
 - c. Discussion and possible action regarding proposals for the Storm Sewer Repair located at 675 N. Brookfield Rd.
 - d. Discussion and possible action regarding the change of Election Day(s) Town Board meeting dates.
 - e. Discussion and possible action regarding ARC Scanning Services proposal for Plan Sheet and Plat Map Scanning Project.
9. Departments Reports/Recommendations:
 - a. Fire Department/Police Department
 1. Public Safety Development Impact Assessment: The Corners West End Development
 - b. Sanitary District No. 4
 1. Discussion and possible action regarding Well Pump No. 1 Repair Updates.
10. Approval of Vouchers and Checks.
11. Communication and Announcements.
12. Adjourn.

Posted July 31, 2026

Emily Howells, Town Clerk



Office of the Town Clerk

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

Office: 262-796-3788 | Clerk@TownofBrookfieldwi.gov

MEETING MINUTES

Tuesday, July 21, 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 Henderson, Supervisors Steve Kohlmann, John Charlier, Matthew Paris and Ryan Stanelle.

A quorum was met (5-0).

Staff Present: Administrator Tom Hagie, Sanitary District No. 4 Superintendent Tony Skof, Town Attorney Jim Hammes, and 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 immediately follow item 5; seconded by Charlier.

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

4. Approval of Minutes:

a. July 7, 2026 meeting of the TB, UD1, SD4.

Motion by Stanelle to approve the minutes of July 7, 2026; seconded by Kohlmann.

Motion prevailed by a voice vote (4-0-1). Chairman Henderson voted present.

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

6. Committee/Commission Reports/Recommendations:

a. Plan Commission

1. Discussion and possible action regarding a request for Final approval for a mixed-use development known as The West End, located west of The Corners of Brookfield, Tax Key Nos. BKFT1123.960-.965; BKFT1123.976.001, .004, .005. IM Properties (applicant), Newfield Holdings LLC and Brookfield Corners LLC (owners).

Motion by Kohlmann to approve a request for Final approval for a mixed-use development known as The West End, located west of The Corners of Brookfield, Tax Key Nos. BKFT1123.960-.965; BKFT1123.976.001, .004, .005. IM Properties (applicant), Newfield Holdings LLC and Brookfield Corners LLC (owners) with the following conditions:

1. Prior to the issuance of a Building Permit, documentation shall be provided to the Town of Brookfield that the Wisconsin Department of Transportation has reviewed and approved a Traffic Impact Analysis. Financial assurance in a form acceptable to the Town Attorney shall be submitted to ensure that any required improvements are constructed as required by the DOT or Waukesha County.

2. Prior to the issuance of a Building Permit, all comments of the Town Planner, Town Engineer, Sanitary District, Fire Department and Town Attorney, if applicant, shall be complied with and shown on the final plans;

3. A non-annexation agreement prepared by the Town Attorney shall be signed in front of a notary by the owner of the property and returned to the Town of Brookfield for recordation in the Waukesha County Register of Deeds;

4. The Town Attorney shall review and approve the stormwater maintenance plan and agreement for all proposed stormwater infrastructure, prior to recordation in the Register of Deeds;

5. A Certified Survey Map shall be submitted, reviewed and approved by the Town of Brookfield and any extra-territorial review entity, prior to permits being issued. A CSM has been submitted and is scheduled for the July Plan Commission agenda;

6. The final landscaping plan prepared by Rinka and Pinnacle Engineering, dated May 12, 2026 shall be implemented within six month of receiving Occupancy or by October 15, 2028, whichever occurs first. Minor modifications of the proposed plantings may be considered at the time of planting with native or native cultivars being a strong preference for the site. Site landscaping around the building and parking areas shall not be reduced. Financial assurance may be collected in a form acceptable to the Town Attorney to ensure all required landscaping is implemented and maintained for a period of time approved by the Town Board;

7. Renderings of the development signage shall be submitted for consideration of the ARC, Plan Commission and Town Board;

8. Any outstanding Conditional Use Permits or other agreements, which may have expired or remain unrecorded, shall be reviewed and revised, if applicable, to the satisfaction of the Town Attorney, so long as they remain consistent with the spirit and intent of the original approval and Town Code;

seconded by Charlier.

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

2. Discussion and possible action regarding a Conditional Use Request for an electronic changeable copy sign for St. John's Lutheran Church located at 20275 Davidson Road. Brian Zach on behalf of St. Johns (owner), Lemberg Electric (applicant).

Motion by Charlier to approve a Conditional Use Request for an electronic changeable copy sign for St. John's Lutheran Church located at 20275 Davidson Road. Brian Zach on behalf of St. Johns (owner), Lemberg Electric (applicant) with the following conditions:

1. A Conditional Use Order shall be prepared by town staff, signed by the property owner, and recorded by the Town in the Waukesha County Register of Deeds, prior to a sign permit being issued. The Conditional Use Order shall outline the conditions of an Electronic Changeable Copy Sign and the illumination standards as noted in the Code, in addition to the standard conditional use conditions used by the town regarding noncompliance, revocability and nuisance complaints;

2. The Waukesha County Board shall approve the text amendment approved by the Town of Brookfield, prior to a sign permit being issued;

3. The proposed sign shall be a minimum of 5 ft. from the established road right of way of S. Barker Road, which is 30 ft. from the edge of the curb. A revised site plan shall be submitted to Staff showing the final location of the sign, prior to permits being issued;

seconded by Stanelle.

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

3. Discussion and possible action regarding a Site Plan/Plan of Operation (Conceptual, Preliminary, Final approval) for a change in use for a new tenant, Land and Sea, and parking lot modifications at 21675 E. Moreland Blvd. Nicholas Weeks (tenant/applicant). Sisian LLC (owner).

Motion by Paris to approve a Site Plan/Plan of Operation (Conceptual, Preliminary, Final approval) for a change in use for a new tenant, Land and Sea, and parking lot modifications at 21675 E. Moreland Blvd. Nicholas Weeks (tenant/applicant). Sisian LLC (owner) with the following conditions:

1. The parking agreement with the adjacent property to the southwest shall be provided to the Town for their records, prior to Occupancy being granted, in order to comply with the number of parking spaces required on site for the uses within the building. This condition has been satisfied;
2. Parking lot islands shall be landscape with the minimum size plantings required by the Ordinance. See the following code section: <https://ecode360.com/34171206>
3. A revised site plan shall be submitted showing a minimum 20 ft. wide drive aisle to accommodate emergency vehicles;
4. A Permit from the Waukesha County Environmental Health Division shall be provided to the Town Planner prior to Occupancy being granted;
5. All required town permits shall be obtained, including a Building Permit and Occupancy Permits for Building and Fire Inspection;
6. Additional Landscaping shall be incorporated along the south lot line to fill in any gaps behind and east of the dumpster along the residential lot line, to the satisfaction of the Town Planner, to ensure adequate screening of the property;
7. The dumpster enclosure shall be properly updated, including new or repaired doors, and any improvements to the brick that are necessary to improve the aesthetics and overall longevity of the existing enclosure, subject to the satisfaction of the Town Planner, prior to Occupancy being granted;
8. The Town reserves the right to require increased garbage pickups should the Town receive nuisance complaints related to odor or rodents/critters;

seconded by Stanelle.

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

7. Old Business:

- a. Discussion and possible action regarding the 2026-2027 Class "B" Beer and "Class B" Liquor Alcohol Beverage License Application for Grimaldi's Pizzeria.

Motion by Charlier to approve the 2026-2027 Class "B" Beer and "Class B" Liquor Alcohol Beverage License Application for Grimaldi's Pizzeria; seconded by Kohlmann.

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

8. New Business:

- a. Discussion and possible action regarding the Class "B" Beer and "Class B" Liquor Alcohol Beverage License Application for Taste of India.

Motion by Kohlmann to approve the Class "B" Beer and "Class B" Liquor Alcohol Beverage License Application for Taste of India with the condition that an Occupancy Permit be obtained by January 31, 2026; seconded by Charlier.

Motion prevailed by a voice vote (4-1). Supervisor Paris voted Nay.

- b. Discussion and possible action regarding the Class “B” Beer and “Class B” Liquor Alcohol Beverage License Application for Beyond the Board.

Application withdrawn. No action.

- c. Discussion and possible action regarding the Class “B” Beer and “Class C” Wine Alcohol Beverage License Application for Beyond the Board.

Motion by Stanelle to approve the Class “B” Beer and “Class C” Wine Alcohol Beverage License Application for Beyond the Board; seconded by Paris.

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

- d. Discussion and possible action regarding an application for Appointment of Agent by Melting Pot to appoint Austin Elliott as the successor agent.

Motion by Stanelle to approve the application for Appointment of Agent by Melting Pot appointing Austin Elliott as the successor agent.; seconded by Kohlmann.

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

- e. Discussion and possible action regarding the 2026-2027 Secondhand Article Dealer/Jewelry License Applications.

Motion by Kohlmann to approve the 2026-2027 Secondhand Article Dealer/Jewelry License Applications; seconded by Charlier.

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

- f. Convene into **CLOSED SESSION** pursuant to Wis. Stat. § 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Waukesha County Case Number 2026SC002089 Mark Robert Powell vs. Town of Brookfield

Motion by Kohlmann at 8:16 p.m. to convene into **CLOSED SESSION** pursuant to Wis. Stat. § 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Waukesha County Case Number 2026SC002089 Mark Robert Powell vs. Town of Brookfield; seconded by Charlier.

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

- a. Reconvene into **OPEN SESSION**, according to Wis. Stat. § 19.85(1)(g) for any necessary action resulting from the Closed Session.

Motion by Kohlmann at 8:23 p.m. to reconvene into **OPEN SESSION**, according to Wis. Stat. § 19.85(1)(g) for any necessary action resulting from the Closed Session; seconded by Charlier.

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

No action.

2. Departments Reports/Recommendations:

- a. Sanitary District No. 4

1. Sanitary District Updates

SD4 Superintendent Tony Skof provided updates.

3. Approval of Vouchers and Checks.

Motion by Kohlmann to approve vouchers and checks in the amount of \$219,590.18; seconded by Charlier.

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

4. Communication and Announcements.

- a. Hagie announced the Pet Care Essentials Plus ribbon cutting ceremony was held Saturday, July 18th.
- b. Hagie announced the Graze Craze ribbon cutting ceremony is Wednesday, July 29, 2026 at 3 p.m.
- c. Stanelle announced that the Wisconsin Towns Association meeting is Wednesday, July 29, 2026.
- d. Howells communicated that Special Voting Deputies had completed their visits.
- e. Howells communicated that In-Person Absentee Voting begins Tuesday, July 28, 2026 from 9 a.m. – 4 p.m.
- f. Howells announced that a Special Election will be held Tuesday, December 15, 2026 for the office of County Executive.

5. Adjourn.

Motion by Kohlmann to adjourn at 8:32 p.m.; seconded by Charlier.

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

Respectfully submitted by,

Emily Howells, Town Clerk



Office of the Town Clerk

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MEETING MINUTES

Zoom

<https://us06web.zoom.us/j/84512114374?pwd=zCH0aWbE6Nvo3LUQyg63UXGqCMK5pD.1>

[D.1](#)

Friday, July 17, 2026
3 P.M.

Town Board
Utility District No. 1
Sanitary District No. 4

Meeting ID: 845 1211 4374
Passcode: 735611

1. Call to Order & Roll Call.

Chairman Henderson called the meeting to order at 3:05 p.m.

Present (VIA ZOOM): Chairman Henderson, Supervisors Steve Kohlmann, John Charlier, Matthew Paris and Supervisor Ryan Stanelle.

A quorum was met (5-0).

Staff Present (VIA ZOOM): Town Administrator Tom Hagie 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 Stanelle.

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

4. Approval of Minutes: None.

5. Committee/Commission Reports/Recommendations: None.

6. Old Business: None.

7. New Business:

- a. Discussion and possible action regarding the 2026-2027 Class "B" Beer and "Class B" Liquor Alcohol Beverage License Application for Grimaldi's Pizzeria.

Motion by Kohlmann to table the item until Tuesday, July 21, 2026; seconded by Paris.

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

8. Departments Reports/Recommendations: None.

9. Communication and Announcements. None.

10. Adjourn.

Motion by Kohlmann to adjourn at 3:23 p.m.; seconded by Stanelle.

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

Respectfully submitted,
Emily Howells, Town Clerk



Olive Garden ■ LongHorn Steakhouse ■ Yard House ■ Ruth's Chris Steak House ■ Cheddar's Scratch Kitchen ■ The Capital Grille ■ Seasons 52 ■ Eddie V's ■ Bahama Breeze

Brenden Kaplan
Darden Restaurants, Inc.
1000 Darden Center Drive
Orlando, FL, 32837

Dear Sir/Madam,

Enclosed please find the paperwork for an Appointment of Agent Change. This is for The Olive Garden Italian Restaurant #1237. Enclosed, you will also find a check in the amount of \$30.00 representing the \$10 application fee and the \$20 Background Check fee.

We are removing Jill Bachowski and adding Abigail Collins, who was registered in the Town of Buchanan before moving to this Olive Garden location.

Once the application has been approved. Can you please email a copy of the new license to BKaplan@arden.com.

If you have any questions, or if any additional information is required at this time, I can be reached at 407-245-4281 or bkaplan@arden.com. Thank you for your assistance.

Sincerely,
Brenden Kaplan
Licensing Specialist
(407) 245-4281
bkaplan@arden.com



18000000864

Form
AB-101Alcohol Beverage
Appointment of Agent

Date

Agent Type (check one)

- ☐ Original (no fee) ☒ Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

GMRI, Inc.

2. Business Trade Name or DBA

The Olive Garden Italian Restaurant #1237

3. Entity Type (check one)

- ☐ Limited Liability Company ☒ Corporation ☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- ☒ Municipal Retail License ☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

Collins

2. First Name

Abigail

3. M.I.

M

4. Email

ACollins@OliveGarden.com

5. Phone

6. Home Address

7. City

Kimberly

8. State

WI

9. Zip Code

54136

10. Date of Birth

11. Driver's License/State ID Number

12. Driver's License/State ID State of Issuance

WI

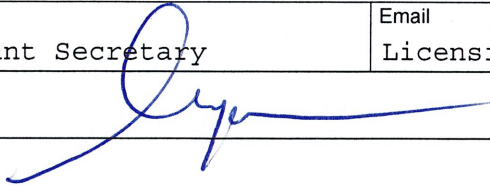
Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or
Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? ☒ Yes ☐ No
3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

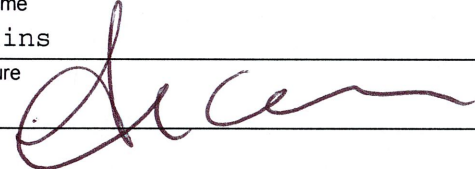
Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Lyons	First Name Colleen H.	M.I. M
Title Assistant Secretary	Email LicensingLaw@darden.com	Phone (800) 248-4918
Signature 		Date 07/21/26

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Collins	First Name Abigail	M.I. M
Signature 		Date 7/23/26

Alcohol Beverage
Individual Questionnaire

Date

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

GMRI, Inc.

2. Business Trade Name or DBA

The Olive Garden Italian Restaurant #1237

3. Entity Type (check one)

☐ Sole Proprietor☐ Partnership☐ Limited Liability Company☒ Corporation☐ Nonprofit Organization**Part B: Individual Information**

1. Last Name

Collins

2. First Name

Abigail

3. M.I.

M

4. Relationship to Business (Title)

Agent / General Manager

5. Email

6. Phone

7. Home Address

8. City

Kimberly

9. State

WI

10. Zip Code

54136

11. Date of Birth

12. Driver's License/State ID Number

13. Driver's License/State ID State of Issuance

WI

Part C: Address History1. Do you currently live in Wisconsin? ☒ Yes ☐ No

If yes, provide the month and year when you permanently moved to Wisconsin

(MM/YYYY)

03/2025

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1	City	State	Zip Code
	Kimberly	WI	54136
Previous Address 2	City	State	Zip Code
	Middleton	WI	53562
Previous Address 3	City	State	Zip Code
	Holmen	WI	54636
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State	County	State	County	State	County	State	County
WI	Outagamie	WI	Dane	WI	La Crosse		
State	County	State	County	State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

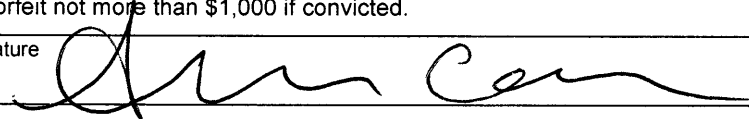
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature



Date

7/23/26



CERTIFICATE OF COMPLETION

This certifies that

Abigail Collins

is awarded this certificate for

Wisconsin Responsible Beverage Server Training



Completion Date
07/21/2026



Expiration Date
07/20/2028



Certificate #
WI-00653720

A handwritten signature in black ink, appearing to read 'Sarah Magallon'.

Official Signature

This certificate is non-transferable and represents the successful completion of an approved

Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), W's. Stats.

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | www.360training.com



STATE OF WISCONSIN DEPARTMENT OF JUSTICE

Request Date: 7/30/2026

Report Date: 7/30/2026

This criminal background check was performed by searching the following data submitted to the Crime Information Bureau

Name: COLLINS, ABIGAIL M

NOTICE TO EMPLOYERS

It may be a violation of state law to discriminate against a job applicant because of an arrest or conviction record. Generally speaking, an employer may refuse to hire an applicant on the basis of a conviction record only if the circumstances of the offense for which the applicant was convicted substantially relate to the circumstances of the particular job. For more information, see [Statute 111.335](#) and the Department of Workforce Development's publication, Arrest and Conviction Records Under the Law.

Before you make a final decision adverse to an applicant based on the following arrest record, in addition to any other opportunity you offer the applicant to explain the following arrest record, please notify the applicant of:

1. His or her right to challenge the accuracy and completeness of any information contained in a arrest record, and
2. The process for submitting a challenge

The applicant should submit his or her challenge to CIB on Form DJ-LE-247. Form DJ-LE-247 is available free of charge on [The Department of Justice website](#) or by calling (608) 266-7314. A challenge may include a request for comparison of the fingerprints of the person submitting the challenge to the fingerprints on file that are associated with the Wisconsin arrest record below.

NO RECORD FOUND

An arrest record search based only on a name, date of birth, and other identifying data that is not unique to a particular person (like "sex" or "race") may result in:

1. Identification of criminal history records for multiple persons as potential matches for the identifying data submitted, or
2. Identification of an arrest history record belonging to a person whose identifying information is similar in some way to the identifying data that was submitted to be searched, but is not the same person whose identifying data was submitted for searching. The Crime Information Bureau (CIB) therefore cannot guarantee that the response below pertains to the person in whom you are interested without a fingerprint submission.

Based on the above identifying data provided for this search, no matching Wisconsin arrest records were found at this time. These search results do not preclude an individual from having an arrest record at a local law enforcement agency that was not reported to the Department of Justice or in another state, or juvenile records that are confidential by law. The results of this search are effective and current for the date of this search only. A new search should be submitted if an updated response is needed at a later time.

INTERMUNICIPAL COOPERATION AGREEMENT

This Intermunicipal Cooperation Agreement (this “Agreement”), dated as of the date identified on the signature page below (the “Effective Date”), is made pursuant to Wis. Stat. § 66.0301, and by and between the Town of Brookfield (the “Town”), the City of Brookfield (“COB”), and the City of Waukesha (“COW”), all municipalities organized and existing under the laws of the State of Wisconsin.

WHEREAS, Davidson Road is located within each of the parties’ respective jurisdictional boundaries;

WHEREAS, a public construction project is scheduled to occur in 2026 and 2027 to reconstruct approximately 10,100 linear feet of Davidson Road and other improvements, including but not limited to, the installation of curb, gutter, storm sewer, and a pedestrian pathway within or near the Davidson Road right-of-way located in the parties’ respective boundaries as generally depicted on the attached **Exhibit A** (the “Project”); and

WHEREAS, the parties desire to enter into this Agreement to memorialize their rights and obligations as it relates to the Project.

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Definitions. In addition to the words and terms elsewhere defined in this Agreement, the following words and terms when used in this Agreement shall have the meanings set forth below:

“Town Segment” means the portion of Davidson Road within the Town’s jurisdictional boundaries that is the subject of the Project, which consists of approximately 1,290 linear feet beginning at the intersection of Barker Road and Davidson Road and continuing east along Davidson Road to the Town and COB’s shared boundary at the west side of the Poplar Creek bridge, as further depicted in blue on the attached **Exhibit B**.

“Shared Segment” means the portion of Davidson Road consisting of approximately 1,545 linear feet beginning at the point of the west side of the Poplar Creek bridge and continuing east along Davidson Road to a point 150 linear feet west of the intersection of Stonehedge Drive and Davidson Road, as further depicted in pink on the attached Exhibit B. The North side of the Shared Segment is owned by the Town and south side of the Shared Segment is owned by COB.

“COB Segment” means the portion of Davidson Road within COB’s jurisdictional boundaries that is the subject of the Project, which consists of approximately 150 linear feet beginning at the Town and COB’s shared boundary 150 linear feet west of the intersection of Stonehedge Drive and Davidson Road and continuing east to the intersection of Stonehedge Drive and Davidson Road, as further depicted in red on the attached Exhibit B.

“COW Segment” means the portion of Davidson Road within COW’s jurisdictional boundaries that is the subject of the Project, which consists of approximately 2,250 linear feet beginning at the Town and COW’s shared boundary (near Springdale Road) and continuing west to Davidson Road’s termini at East Main Street.

“Design Costs” means the actual costs related to designing plans and specifications, surveying, and engineering the Project or a portion of the Project.

2. Project Design Costs.

a. Town Segment, COB Segment, Shared Segment. The Town and COB shall proportionately share in the Design Costs related to the Town Segment, COB Segment, and Shared Segment with the Town being responsible for 87% of such costs and COB being responsible for 13% of such costs. The Town shall be initially responsible for paying the Design Costs related to the Town Segment, COB Segment, and Shared Segment, and COB shall pay its 13% proportionate share of the Design Costs to the Town within 45 days of an invoice received from the Town. The Town may retain any third parties in order to carry out the Town’s obligations under this Section.

b. COW Segment. COW, at its sole cost, shall be solely responsible for designing, surveying, and creating plans and specifications for the COW Segment (the “COW Segment Plans”). Upon completing all necessary COW Segment Plans, COW shall deliver the COW Segment Plans to the Town. The Town shall incorporate the COW Segment Plans into the Project’s overall plans and specifications to be utilized for public bidding purposes. COW shall be solely responsible for all Design Costs related to the COW Segment and incorporating the COW Segment Plans into the Project’s overall plans and specifications for public bidding purposes. The Town shall be initially responsible for the costs of incorporating the COW Segment Plans into the Project’s overall plans and specifications for public bidding purposes, and COW shall pay such reasonable costs to the Town within 45 days of an invoice received from the Town, provided, however, such cost reimbursement shall not exceed \$2,500.00. The Town may retain third parties in order to carry out the Town’s obligations under this Section, if the Town is incapable of performing with its own personnel.

3. Project Bidding. The Town and COB shall each approve the proposed Project bidding documents in order to commence the solicitation of public construction bids for the portion of the Project relating to the Town Segment, COB Segment, and Shared Segment (the “Bid”). Upon the parties’ approval of the Bid documents, the Town shall be responsible for posting, soliciting, and awarding the Bid. The Bid shall be advertised as a joint project between the Town and COB. COB shall execute any necessary documents to carry out the posting, soliciting, and awarding of the Bid. The Town shall award the Bid to the lowest responsible bidder and ensure that any contract with the lowest responsible bidder contains indemnification language and insurance requirements that are approved by COB’s attorneys prior to execution. The reasonable costs of the posting, soliciting, and awarding the Bid shall be shared equally by the Town and COB. The Town shall be initially responsible for paying all costs of the posting, soliciting, and awarding the Bid, and COB shall pay its proportionate share of such costs to the Town within 45

days of an invoice received from the Town. The Town may retain any third parties in order to carry out the Town's obligations under this Section.

4. Construction Cost Allocations.

a. Supervision. COW, at its sole cost, shall be responsible for the supervision of the COW Segment construction. The Town shall be responsible for the supervision of the Town Segment, COB Segment, and Shared Segment construction. The Town and COB shall proportionately share the costs of Project supervision and construction engineering related to the Town Segment, COB Segment, and Shared Segment with the Town being responsible for 87% of such costs and COB being responsible for 13% of such costs.

b. Construction. COW shall pay the actual cost of construction of the COW Segment. The Town shall pay the actual cost of construction for the Town Segment. COB shall pay the actual cost of construction for the COB Segment. The Town and COB shall share equally in the actual cost of construction of the Shared Segment, except as further provided in this Section. If a cost specifically relates to a portion of the Shared Segment owned by the Town or COB, then the party owns that portion of the Shared Segment shall be solely responsible for such cost.

c. Payment. For the Town Segment, COB Segment, and Shared Segment, the Town shall be initially responsible for paying the Project supervision, engineering, and construction costs described in this Section, and making regular payments to any third party retained by the Town to complete the Project. COB's proportionate share of all or a portion of such costs shall be due within 45 days of an invoice received from the Town. All invoices shall be accompanied by a detailed accounting of the expenses, and the Town shall provide COB with all additional expense verification promptly upon request. The Town may retain third parties in order to carry out the Town's obligations under this Section, if the Town is incapable of performing with its own personnel. Each party shall be responsible for all condemnation awards, reasonable legal fees, and reasonable litigation expenses associated with the respective portion of Davidson Road located within that party's jurisdictional boundaries. A party will not be responsible for the other party's acts or omissions that are caused by or attributable to the other party's negligence or willful misconduct.

5. Change Orders. The Town and COB shall approve any change orders that would result in additional costs in excess of 10% of the total cost to construct the COB Segment and Shared Segment set forth in the awarded Bid. At least seven days before the Town approves a change order that is an amount equal to or less than 10% of the total cost to construct the COB Segment and Shared Segment identified in the awarded Bid, the Town shall provide COB written notice, and a copy of such change order.

6. COW/Town Stormwater. As part of the Project, COW and Town storm sewers and related improvements will be interconnected. COW and the Town agree to work in good faith to accomplish the interconnection of their respective storm sewers and related improvements.

7. Town Third-Party Costs. The reasonable costs of third-parties necessarily retained by the Town in order for the Town to perform its obligations under this Agreement for

the Town Segment and COB Segment shall be the responsibility of the party whose jurisdiction the third-party is required to perform services within as part of the Project. The reasonable costs of third-parties necessarily retained by the Town in order for the Town to perform its obligations under this Agreement for the Shared Segment shall be shared equally between the Town and COB. COB's proportionate share of all or a portion of such costs shall be due within 45 days of an invoice received from the Town. All invoices shall be accompanied by a detailed accounting of costs, and the Town shall provide COB with all additional cost verification promptly upon request.

5. Notices. All notices required by this Agreement shall be in writing and sent to the following addresses by first-class U.S. mail or email with confirmation of receipt:

Town of Brookfield

Attn: Town Administrator
645 North Jancek Road
Brookfield, WI 53045
administrator@townofbrookfield.com

City of Brookfield

Attn: City Engineer
2000 North Calhoun Road
Brookfield, WI 53005
cityclerk@ci.brookfield.wi.us

City of Waukesha

Attn: City Engineer
201 Delafield Street
Waukesha, WI 53188
bschwenn@waukesha-wi.gov

6. Miscellaneous. This Agreement may not be amended or terminated without the written consent of the parties. This Agreement shall be binding upon and inure to the benefit of the parties, and their respective successors and assigns. Any dispute arising out of or relating to this Agreement must be commenced in Waukesha County Circuit Court and must be interpreted in accordance with the laws of the State of Wisconsin. This Agreement may be executed in counterparts, each of which when executed and delivered shall be deemed an original, but such counterparts together shall constitute but one and the same document. If any provision of this Agreement is deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall remain in full force and effect. No failure to exercise, and no delay in exercising, any right, power, or remedy hereunder on the part of any party shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power, or remedy preclude any other or further exercise thereof or the exercise of any other right, power, or remedy. The Recitals of this Agreement, including all defined terms contained in the Recitals, are incorporated into, and made part of, this Agreement.

[Signature Page to Follow]

Dated as of the last date signed below.

Town of Brookfield

By Keith Henderson, Chairman

Date: _____

Attest:

Emily Howells, Clerk

City of Brookfield

By Gary Mahkorn, Acting Mayor

Date: _____

Attest:

Sara Bruckman, City Clerk

To certify funds for payment:

_____, Comptroller

City of Waukesha

By Alicia Halvensleben, Mayor

Date: _____

Attest:

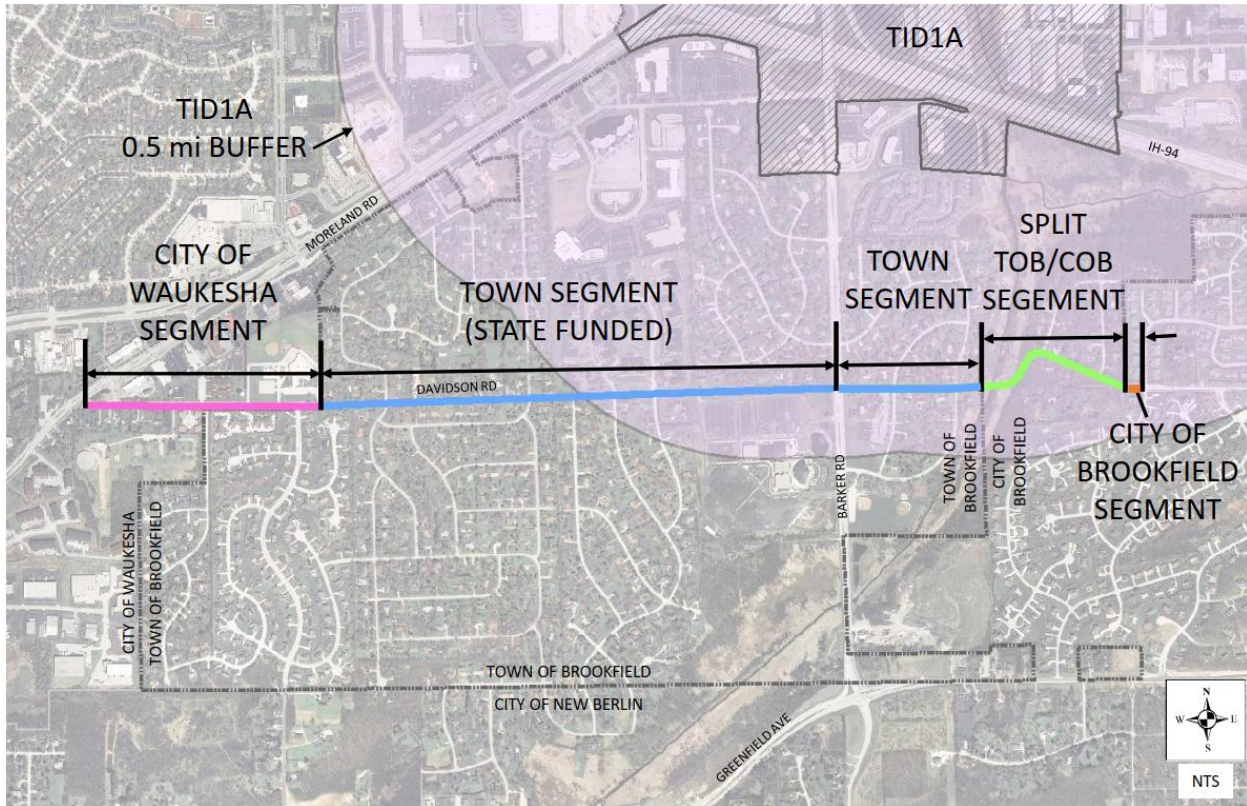
Katie Panella, City Clerk

To certify funds for payment:

Joseph P. Ciurro, Finance Director

EXHIBIT A

Project Map



Town Segment, COB Segment, and Shared Segment Map





20.08.25 8:03 AM LC1:130.60ft

v:14in/s



20.08.25 8:03 AM LC1:135.80ft
v:13in/s



29.08.25 8:01 AM LC1:100.30ft
v: 0 in/s



29.08.25 8:02 AM LC1:107.80ft
v: 0 in/s



29.08.25 8:02 AM LC1:123.00ft
v: 0 in/s



Proposal

GLOBE CONTRACTORS, INC.
N50 W23076 BETKER ROAD
PEWAUKEE, WI 53072
262-246-0600

To:	Scott Hartung Town of Brookfield Public Works 645 N. Janacek Rd. Brookfield, WI 53045 262-796-3795	From:	Drew Setzer Globe Contractors, Inc. N50 W23076 Betker Road Pewaukee, WI 53072 262-246-0600
Project Name:	24" Storm Sewer Repair/Replacement		
Project Location:	675 N. Brookfield Rd, Brookfield, WI	Date:	6/12/2026

Item #	Description	Units	Est. Quantity	Unit Price	Total Price
1	Mobilization	LS	1.00	5,000.00	5,000.00
2	24" RCP CL3 w/ granular backfill	LF	210.00	245.00	51,450.00
4	Clearing and Grubbing (if needed)	T&M	5.00	975.00	4,875.00
5	Asphalt Restoration (assumed 4" - 150' L x 6' W patch)	SY	100.00	96.50	9,650.00
6	Debris/Export Disposal	Load	20.00	65.00	1,300.00
QUOTE TOTAL:					72,275.00

Scope:

Globe Contractors is pleased to provide the above line-item proposal to complete the work as specified by Town of Brookfield staff, in accordance with site visit discussions and proposed solutions.

Notes and Exclusions:

- * Quote is valid for 30 days from the day submitted.
- * Staking, permits, bonding, inspection, survey and engineering not included
- * Storm sewer televising is excluded.

Thank you very much for the opportunity to quote on this project.

If you have any questions, please contact drew@globecontractors.com or at (414) 828-8979

Very Respectfully,

Drew Setzer

All materials shall be provided as specified, and work shall be performed in a professional and workmanlike manner consistent with standard utility construction practices and approved specifications. Globe Contractors, Inc. may rely on the accuracy and completeness of subsurface data, record drawings, utility information, and other Contract Documents furnished by the Owner or Engineer. If concealed or subsurface conditions materially differ from those indicated or ordinarily encountered, prompt notice shall be given and an equitable adjustment to contract price and/or time shall apply. Work beyond the defined scope shall require written Owner authorization and a corresponding change order. Contract time shall be equitably extended for weather, utility conflicts, or other causes beyond the control of Globe Contractors, Inc. All employees are covered by Workers' Compensation Insurance as required by law. Proposal validity is thirty (30) days; payment terms are Net 30 days, unless otherwise modified by contract.

Acceptance and Approval to Proceed

The above prices/conditions are satisfactory and are hereby accepted. Globe Contractors is authorized to execute the work as specified.

Date: _____

Signature: _____

UPI, LLC [P] 262-548-9451 [F] 262-548-0904



2180 S. SPRINGDALE RD., NEW BERLIN, WI 53146

TO: SCOTT - TOWN OF BROOKFIELD
FROM: MIKE DRETZKA
RE: 675 N BROOKFIELD STORM SEWER

22-Jul-26

Item #	Description	Quantity	Units	Unit Price	Ext. Price
1	24" ADS STORM SEWER W/ GRAVEL BF INCLUDES ASPHALT REPLACEMENT	205.00	L.F.	\$191.00	\$39,155.00

TOTAL PROJECT:	\$39,155.00
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UPI, LLC. IS A CERTIFIED MBE/DBE MINORITY BUSINESS

QUANTITIES LISTED ARE "PROPOSED" QUANTITIES, U.P.I. WILL BE PAID ON A PER UNIT INSTALLED BASIS.
ENGINEERING, SURVEY, PERMITS & INSPECTION FOR THE ABOVE LISTED ITEMS IS NOT INCLUDED.
LANDSCAPE OR PAVEMENT RESTORATION IS NOT INCLUDED EXCEPT WHERE NOTED
ROCK EXCAVATION (IF REQUIRED) WILL BE AT AN ADDITIONAL COST
HEAVY OR FORMAL DEWATERING (IF REQUIRED) WILL BE CHARGED ON A TIME AND MATERIAL BASIS.
PAYMENT TO BE RECEIVED WITHIN 30 DAYS OF MONTHLY INVOICE.
1 1/2% INTEREST CHARGED ON ALL PAST DUE BALANCES

AGREED & ACCEPTED BY: _____

DATE: _____



Proposal

To: Scott Hartung
Town of Brookfield
655 N. Janacek Rd.
Brookfield, WI 53045
262-796-3795

From: Mike Olsen
Visu Sewer, LLC.
W230 N4855 Betker Dr.
Pewaukee, WI 53072
262-695-2340

Date: 2/2/2026

Project: Storm Sewer CIPP Installation

Visu-Sewer is pleased to provide the following quotation for CIPP installation:

Install 305 linear feet of 24" National Liner @ \$133.00 per linear foot \$40,565.00

The above listed price is based on a previous video inspection and assumes the current pipe condition will be suitable for CIPP installation following a successful point repair. Pricing includes:

- Labor, material, and equipment.
- Mobilization and Traffic Control
- Pre cleaning and televising of sewers prior to installation.
- Installation of National Liner per manufacturer's instructions, ASTM 1216.
- Televising sewers after installation.

NOTES: Visu-Sewer will exercise caution when working in off-road areas but will not be held liable for landscape and/or pavement restoration costs associated with this project. Due to volatility in material pricing and availability this proposal is valid for 30 days from the date of origination. If a signed proposal has not been received within 30 days price(s) may be adjusted upon mutual agreement, or the proposal may be withdrawn by either party.

The Town of Brookfield shall complete a point repair at point of pipe's material change from CMP to RCP, pull the top and remove casting from the upstream inlet providing a suitable space for the CIPP liner to be inverted and provide: drivable equipment access to all manholes, water from nearby hydrants (without charge), a dump site for captured debris, and traffic control beyond cones and signs. If needed, grouting of active leaks will be quoted separately. Mobilization and/ or time on site will be billed at a T&M rate of \$415.00 per hour if pipe section is not suitable for CIPP installation. Thank you for the opportunity to quote on this project. Please do not hesitate to call if you have any questions.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to standard practices or specifications submitted. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. The owner to carry fire, tornado, and other necessary insurance. If a collapse of the original pipe results during the lining process, Visu-Sewer, LLC. will not be held liable for costs associated with excavation, repairs, or restoration. Our workers are fully covered by Workmen's Compensation Insurance. Time and material rates are charged "port to port". This proposal may be withdrawn if not accepted within 30 days of issue. Terms - Net 30 days.

Acceptance of Proposal

The above prices / conditions are satisfactory and are hereby accepted. Visu-Sewer, LLC. is authorized to do the work as specified.

Date: _____ Signature: _____

www.visu-sewer.com

WISCONSIN - ILLINOIS - MINNESOTA - IOWA - MISSOURI - VIRGINIA - OHIO

This Technical & Price Proposal is prepared specifically for:



May 11, 2026
Plan Sheet and Plat Map Scanning Project

Proposal Submitted to:

Tom Hagie and Lois Ricci
Town of Brookfield
645 North Janacek Road
Brookfield, WI 53045

Prepared by:

Pete Althaus
ARC Document Solutions
W227 N880 Westmound Drive Ste C
Waukesha, WI 53186
www.e-arc.com

Experience & References:

ARC Document Solutions has extensive experience in Document Imaging, Document Management, and On-Site Services. This includes providing similar solutions for Government Agencies and companies in the industries of Construction, Energy, Transportation, Education, Manufacturing, Legal, Finance, and Medical.

Please see below for a snapshot of thousands of clients that we have provided scanning solutions for:

- | | | |
|----------------------|----------------------|----------------------|
| - City of Brookfield | - Village of Windsor | - Village of Bayside |
| - City of Moorhead | - Green Bay Packers | - City of Greenwood |

Specific Customer and Personnel references relating to our proposed document imaging and conversion services are available upon request.

Equipment:

ARC is one of the largest consumers of equipment from major manufacturers such as Canon, Xerox, Ricoh, Kodak, Fujitsu, and Contex. We have hundreds of scanners on both small and large format platforms. We are known for the size of our fleet and are frequently asked by manufacturers to evaluate newer technology that has not yet been released to the public. This enables us to constantly upgrade our fleet of scanners and maintain them at “Best of Breed” status.

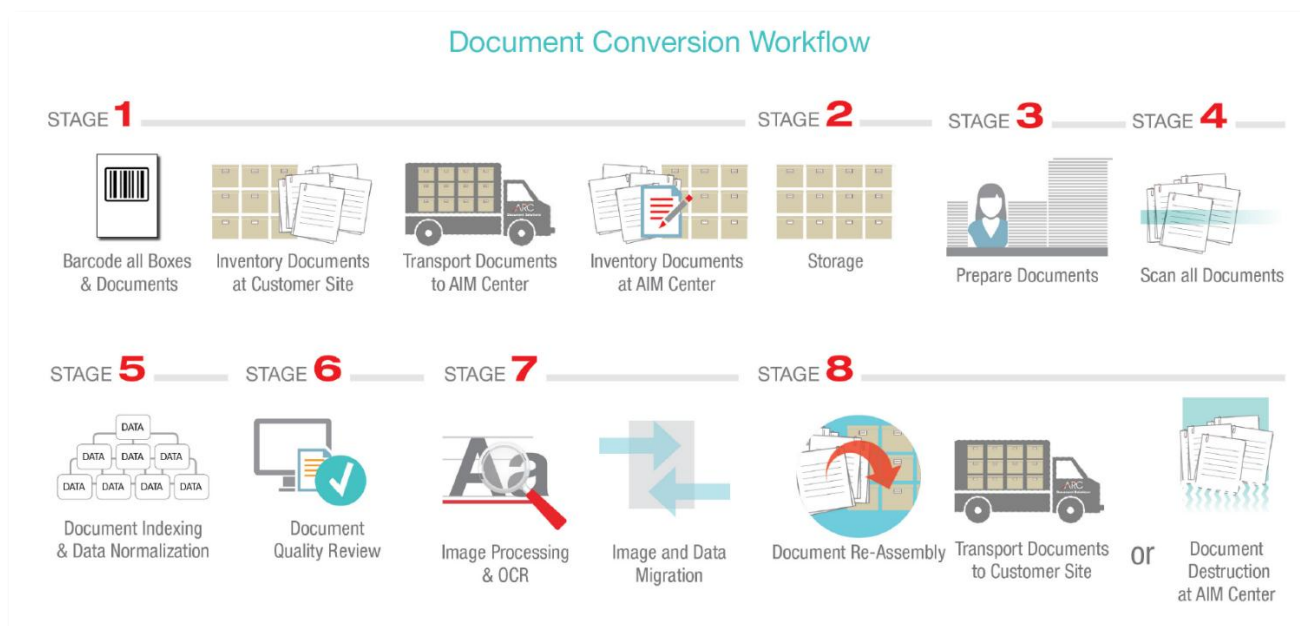
Quality Assurance:

ARC utilizes leading Image Processing Software to assist with image quality, starting with the scanner software to properly control the hardware, and including post image capture software to manage the image after the scan is complete.

At the beginning of each project, we perform sample scans and share those scans with our customer. Our consultants will advise ARC operation teams on the optimal settings, file formats, QC and other guidelines to be incorporated to meet necessary standards and produce the highest quality images, as per customer guidelines.

We will ensure:

- Every document page in the source file is converted to digital format
- Images are in correct readable rotation.
- Output images are in focus and properly aligned.
- Image sizes are a correct 100% scale with no abnormal cropping.
- Documents are scanned in the same order as they have been received.
- Proper capture and protection of old or damaged documents.
- Proper management of hard copy attachments and small size documents.



Chain of Custody:

ARC has implemented a process to manage and track client inventory from when we take possession of the documents, through the necessary processing stages, and until either redelivery back to the client or through authorized document destruction. This process includes the use of Barcoding, Proper Labeling, Master Spreadsheets, and Chain-of-Custody Forms to ensure.

- All boxes provided by the client will be received, processed, and returned correctly.
- All box content will be processed in sequential order, and no content will be missed.
- All digital files created have a direct link back to the original documents, allowing for file validation.
- All boxes can be identified immediately, and their status be clearly stated.
- Any client requests for expedited files have a much easier path to be located & processed, allowing for quicker turn-around times.
- Human error is minimized through the use of barcodes & barcode readers.

Scanning Services scandocs.com 833-272-8880 www.e-arc.com		MDCO-SMA-0001
☐ Inventory	☐ Doc Prep	
☐ SF Scan	☐ LF Scan	
☐ Index	☐ Visual QC	
☐ Process	☐ Reassembly	

Document Security:

ARC Document Solutions takes the security of all its clients' records seriously. We take precautions not only for the physical security of the records, but also to best control the accessibility to the record content as well as the resulting image and data files. To assist with this process, ARC has implemented the following steps to help control access to this information:

- All ARC Full-time, Part-time, and Temp Employees are required to sign a Confidentiality/Non-Disclosure Agreement prior to employment. This is in addition to the Full Background Checks and Drug Screen Tests that are required for general Employment.
- All client boxes pass through a defined scanning workflow that includes a Box In-Progress label placed on every box in addition to the Box ID Barcode label. This Tracking label requires the ARC employee who is handling the box to follow a specific process to initial and date the label as to when the process took place, and who handled the process.
- All IT systems are secure, and employees are required to log-in and out of the system using unique login credentials.
- If preferred, all data and images will be placed onto encrypted USB Drives for. ARC recommends the Apricorn Aegis Fortress (USB Connected, Hardware Encrypted Drive). This drive meets the U.S. government standards for information technology and computer security. NIST FIPS 140 is the cryptography standard program required by the US federal government for protection of sensitive data. <https://apricorn.com/fortress>

All ARC HIPAA Compliant Scanning Centers are also equipped with the following:

- 24/7/365 Security/Video Surveillance System
- Low-key Exterior Building Visibility
- RF Card Reader/Tracked Electronic Access
- Fully Encrypted and Secured Network
- All Access/Tracked & Escorted
- Personal Cellphones/Cameras/Electronics Prohibited
- Covered Dock Area for Safe Loading/Unloading
- Annually inspected fire suppression system.

ARC has achieved numerous certifications and compliances including: **ISO 27001, SOC 2 Type 2, and HIPAA**. These certifications require detailed processes and procedures be in place and regularly audited. These processes and procedures help ensure the successful completion of your project from document pick-up through final delivery.

Scope of Work & Assessment:

A. This scanning project will consist of:

- Folded and Rolled plans and plat maps
- Rolled plans are stapled
- 1 multipage PDF per folded/rolled set of plans
- 1 PDF per plat map
- Index fields to be captured
 - Commercial/Residential plans (folded): Address, Plan Type (Landscape, Site Plan, etc), Year
 - Commercial/Residential plans (rolled): Information on the tag attached to each roll
 - Plat Maps: Section, Township, and Range (T7N R20E)
 - If it is not obvious what information for an index field is, we will enter "Miscellaneous" so the Town of Brookfield staff can rename.
- Cadence for scanning to be coordinated between the Town of Brookfield and ARC staff
- The Town of Brookfield account at ARC or the ARC GSA contract can be used for billing

B. Workflow and Procedures (Scan by the Drawing Program):

- Prepare each document by removing staples/clips/bindings
- Scan each page at 200dpi Black/White
- Perform a post scan quality check for orientation and image quality.
- **Digital Pull Service** is available when a document is needed while in possession by ARC.

C. Project Completion:

- Digital files will be delivered via Secure email link and/or USB Drive.
- Physical documents will be stored at ARC for 60 days to allow for time to review images.
- Drawing return or recycling after 60 days post-scanning, with Written Client Approval

Pricing for Services Described in Scope of Work

Scan by Drawing Service	\$ 1.29 per drawing
Boxes to Package Drawings, if requested	\$ 25.00 per box
Secure Email Link for Image Delivery	Included
USB Drive for Image Delivery, if requested	\$ 25.00 per drive
Document Pickup from/Delivery to the Town of Brookfield	Included



Conclusion:

As evidenced in this proposal, ARC Document Solutions has extensive experience, technical expertise, and a detailed comprehensive workflow to handle this project. Our Quality Assurance Plan and attention to detail throughout all phases of this project ensure the highest level of controls for quality, accuracy, and consistency for all deliverables to the Town of Brookfield.

In summary, the Controls we have in place considers the following factors:

- Accounting, Completion, and Inclusion of all documents and document pages
- Quality of Scanned Images
- Readability of Resultant Images
- Accuracy of Index Data collected
- Secure Control and Tracking of Hard Copy Documents
- Consistency and Accurate Accounting of all Deliverables to Hard Copy Records
- Maintaining the highest level of security and protection for the hard copy documents, as well as protecting the resultant images and data.

We are confident that these workflows, processes, and procedures will meet or exceed all requirements for the conversion of records for the Town of Brookfield.

If you have questions or require additional information, please contact me at your convenience.

Thank you for the opportunity to present this proposal!

Pete Althaus
ARC Document Solutions
Senior Solutions Consultant

Direct: 612.242.1103
pete.althaus@e-arc.com

SCANNING SERVICE AGREEMENT (Planset)

This Service Agreement is designed to outline the processes which ARC will implement, to complete a successful capture and conversion of targeted hard copy documents into electronic form, for Town of Brookfield; hereinafter referred to as "Customer".
In addition, this agreement will indicate team responsibilities and expectations as the documents are being processed.

1. Project Details:

A. Basic Project Information

Project Name: Plan Sheet and Plat Map Scanning

Effective Date: 05/11/2026

Estimate Sheet Count: TBD

Term: 12 months

Customer/Contact Name: Tom Hagie / Lois Ricci

Phone or E-mail: administrator@townofbrookfieldwi.gov lricci@townofbrookfieldwi.gov

Customer Address: 645 North Janacek Road
Brookfield, WI 53045

ARC Sales Consultant: Pete Althaus

ARC Service Center: W227 N880 Westmound Drive Suite C
Waukesha, WI 53186

Project Start Date: 05/29/2026

Target Completion Date: 12/31/2026

B. Standard Service Included:

- i. Customer will be responsible for packaging and sealing all plansets into boxes, and making ready for transport
- ii. When boxes are ready for pick-up, and at the request of Customer, ARC will make arrangements for boxes to be transported to ARC location for processing
- iii. Once received at ARC service center, documents will be prepared by removing and discarding all document binding materials, post-it notes and flags. Binding materials will not be re-applied to hard copy when completed
For the purposes of this agreement, each sheet from planset will be defined as one document
- iv. Prepared documents will be scanned at a pixel density of 300 DPI, using a Color for Color process, where documents containing a moderate amount of color will be imaged in color, and all others will be imaged as Black & White
- v. Documents will each be indexed by sheet number and Planset Title as determined in the "Index Values Definition" Section below
- vi. The Index Values must be easily identifiable within the Title Block of each sheet
- vii. Scanned documents will be processed to generate one single-page, Image Only PDF file for each document/sheet
- viii. Output PDF files will be named, and foldered as defined in the Index Values Definition section below
- ix. A .CSV file will be generated for each batch of PDF files, where the .CSV file will contain each index values for each document, and the digital path to where the PDF file is placed
- x. The resultant files will be compressed into one zipped file and transmitted to customer via a download link sent within an e-mail message
- xi. ARC will make arrangements for boxes to be returned to customer

C. Index Values Definition:

- i. Index Value #1: See Proposal
Found where?: _____
Used as: ☐ Parent Folder ☐ Sub Folder ☐ File Name
- ii. Index Value #2: See Proposal
Found where?: _____
Used as: ☐ Parent Folder ☐ Sub Folder ☐ File Name

D. Optional Services: (Check options)

- ☐ Additional Index Fields (define and attach)
- ☐ Shred Original Documents (Certificate provided)
- ☐ Return files on USB thumb drive
- ☐ Return files on DVD
- ☐ Create Batch Load File for specific hosting platform
- ☐ Document Transport beyond mileage limit

2. Pricing Schedule:

ARC Document Scanning Standard Service	Price
Standard Service (per Sheet, min. order, 50 Sheets)	\$1.29
ARC Document Scanning Optional Services	
Additional Index Fields (per field, per Sheet)	N/A
Certified Document Shredding (per Planset)	N/A
Thumb Drive or DVD Deliverable (per DVD or Drive)	\$25.00
Create Custom Batch Load File (Quoted)	
Document Transport beyond milage limit (Quoted)	

*Prices do not include applicable taxes

SCANNING SERVICE AGREEMENT (Planset)

Terms and Conditions:

1. General:

- A. ARC's pricing for scanning services is based on a per sheet basis, where the sheets can be folded or rolled, in relatively good condition, and where a minimum order of 50 Sheets will be required.
- B. All Document/Sheets must be in moderate to good condition. Sheets in frail condition, or in need of repair before scanning will be charged an added fee to cover the special handling. This special fee will be communicated to the Customer before commencing the special handling of the sheets in frail condition.
- C. ARC reserves the option to provide apply additional costs if the document/sheets do not meet the criteria defined in this Service Agreement, and/or if the Customer requirements exceed the specifications defined herein.
- D. A paper document storage option is not contemplated or included in services provided under this Agreement. Should Customer delay providing the approval for document shredding (or delay the authorization of the return of hard copy original documents upon project completion) beyond 30 days of completion, Customer will incur and be responsible for payment of document storage fees.
- E. If document shredding services are elected with this service agreement, ARC will destroy all hard copies of the Customer documents provided to ARC, and Customer shall indemnify and hold harmless ARC from any claim or liability arising from such destruction.

2. Pick-up & Delivery of Hard Copy Originals

- A. Pick-up and return delivery (if required) of originals is included if the point of pick-up is within 20 miles of an ARC service center
- B. If the point of pick-up is outside the 20-mile limit, ARC will utilize the most efficient means for transport of the originals to the ARC service center, at which costs will be added to the Price Schedule above

3. Timeline:

- A. ARC will exercise its best efforts to complete services and deliver files within the following timeframes:
 - 100 Sheets, within 2 Business Days
 - Up to 500 Sheets, within 5 Business days
 - Up to 1,000 Sheets, within 10 Business Days
 - Up to 5,000 Sheets, within 25 Business Days
 - Over 5,000 Sheets, (Quote)
- B. If an alternate timeframe is required, ARC will be open to discuss with Customer to determine best way to meet the requirement

4. Change Orders:

Specific technical details relative to various processes are addressed in this Service Agreement and are open to change, pending Customer needs. Once agreed upon, and signed below, any future change requests must be made in writing, submitted to ARC, and a change order form will be completed so as to document the change.

If the Change is significant enough to affect the costs and/or timeline for the project, then the change order form will be submitted to the Customer, indicating the affects, where the change order would be confirmed by the Customer via authorized signature.

5. Responsibilities of Parties:

A. Customer:

Customer represents and warrants that (i) Customer owns or has sufficient legal right to the intellectual property rights in the Customer documents, and (ii) the Customer documents, including any use thereof by ARC in performing these

Services, does not violate applicable law or the rights of any third party.

Services to be performed on materials received from Customer that fall outside the scope of the material outlined in this Service Agreement will be identified. Customer will be notified so that ARC may receive additional instruction and provide Customer with pricing (if appropriate) for the handling of those extraordinary materials outside the scope of Services contemplated under this Agreement. ARC expects the documents to be of reasonably good quality which will not require extraordinary preparation prior to scanning.

B. ARC:

ARC will be responsible for executing the production requirements as defined herein, maintaining the level of accuracy, and providing the image reproduction as defined in this agreement. In the event that any unforeseen issues arise, which might jeopardize the outcome of the project (quality, accuracy, timeline and/or costs); ARC will notify the Customer who will work together to resolve such issues in a mutually beneficial manner.

6. Service Warranty:

All work produced will be covered for a 30-day warranty period from the deliverable date. Once delivered, Customer will have 30 days to review any or all documents scanned to verify the contents, completeness, and accuracy of the service provided.

At any time, Customer can request to designate a time for document review, and ARC will make the hard copy documents, and the resultant images available for review. It is encouraged that Customer randomly select a series of documents; from which Customer will run a "page-by-page" review of the hard copy documents comparing to the resultant image file, for completeness, quality and accuracy.

This document review must be completed within 30 days after delivery. Therefore, any warranty claims must be made within this 30-day period, and before authorization of destruction of the source documents.

The warranty period will end either at the close of the 30th calendar day, or upon receipt of authorization for destruction, whichever comes first.

7. Limitation of Liability:

IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR TO ANY THIRD PARTY FOR ANY CAUSE RELATED TO OR ARISING OUT OF THIS AGREEMENT, WHETHER IN AN ACTION BASED ON A CONTRACT, TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY) OR ANY OTHER LEGAL THEORY, HOWEVER ARISING, FOR ANY DAMAGES BASED ON USE OR ACCESS, INTERRUPTION, DELAY OR INABILITY TO USE THE SERVICE, LOST REVENUES OR PROFITS, DELAYS, INTERRUPTION OR LOSS OF SERVICES, BUSINESS OR GOODWILL, LOSS OR CORRUPTION OF DATA, LOSS RESULTING FROM SYSTEM OR SYSTEM SERVICE FAILURE, MALFUNCTION OR SHUTDOWN, FAILURE TO ACCURATELY TRANSFER, READ OR TRANSMIT INFORMATION, FAILURE TO UPDATE OR PROVIDE CORRECT INFORMATION, SYSTEM INCOMPATIBILITY OR PROVISION OF INCORRECT COMPATIBILITY INFORMATION OR BREACHES IN SYSTEM SECURITY OR FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER OR NOT SUCH DAMAGES WERE FORESEEABLE OR A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY, ARC'S maximum liability shall not exceed the aggregate amounts paid or payable to ARC pursuant to this Agreement. NOTWITHSTANDING THE FOREGOING, THIS SECTION SHALL NOT APPLY WITH RESPECT TO DAMAGES FOR BODILY INJURY (INCLUDING DEATH) AND DAMAGE TO REAL PROPERTY AND TANGIBLE PERSONAL PROPERTY.

IN WITNESS WHEREOF, the parties hereto have executed this Service Agreement, as of the dates specified below:

ARC Document Solutions:

Signature: _____

Name: _____

Title: _____

Date: _____

Customer:

Signature: _____

Name: _____

Title: _____

Date: _____

By Signing, Customer Acknowledges having read and understood all Project Details, Pricing Schedule & Terms and Conditions stated herein.



PLANNING COMMISSION PRESENTATION

Public Safety Development Impact Assessment

The Corners West End Development

Town of Brookfield Fire Department Briefing

July 2026

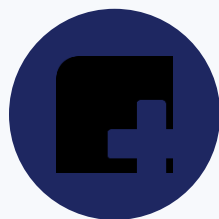
Why Evaluate Public Safety Impacts?

Development creates long-term demands on Fire, EMS, and Police services. A structured impact assessment ensures capacity keeps pace with growth.



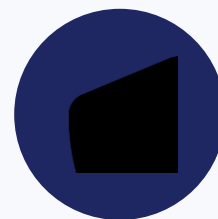
Fire Suppression

Structural and life-safety response demand



Emergency Medical Services

Rising call volume tied to new population growth



Police Services

Calls for service and patrol capacity

Assessment Methodology

A five-part analytical framework grounds the assessment in verifiable data.



Historical Response Data

Multi-year call volume and incident trends by service type



Demographic Projections

Population and household growth tied to build-out



Occupancy Characteristics

Unit mix, density, and use-type risk profiles



Density-Adjusted Risk

Risk weighting calibrated to comparable developments

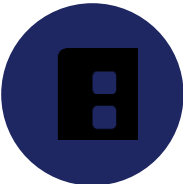


10-Year Forecasting

Projected demand across the planning horizon

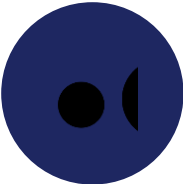
Project Overview

The Corners West End Development



277

Residential Units



445.1

Estimated Residents



Mixed-Use

Retail Component

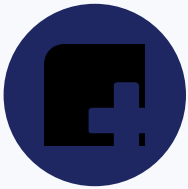


Structured

& Surface Parking

Fire & EMS Impact

Projected annual service demand attributable to the proposed development.



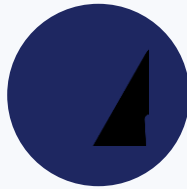
113

Expected EMS Responses / Year



6

Fire Incidents / Year



18

Alarm Activations / Year



14

Service Calls / Year

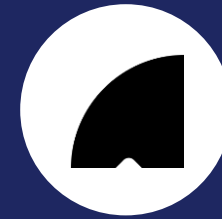
Fire Operational Summary

10.7%

of current fire/EMS workload attributable to new development calls

~36.5 hrs

additional fire prevention / inspection workload per year



Existing Capacity Is Adequate

Current staffing, apparatus, and response infrastructure can absorb the projected increase in fire and EMS demand without additional resources.

Fire Operational Summary

Development impact metrics — Fire & EMS Development Impact Model (FEDIM), Low / Expected / High estimates.

Metric	Low	Expected	High	Threshold Guidance
New Calls as % of TBFD Total	7.6%	10.7%	15.2%	>12% warrants staffing review
EMS Calls as % of TBFD Total	5.1%	6.5%	8.5%	>9% may stress ALS coverage
New Residents as % of Town Population	6.5%	6.5%	6.5%	>7% considered significant
Est. Calls per Day from Development	0.34	0.47	0.67	>0.50/day = material daily impact

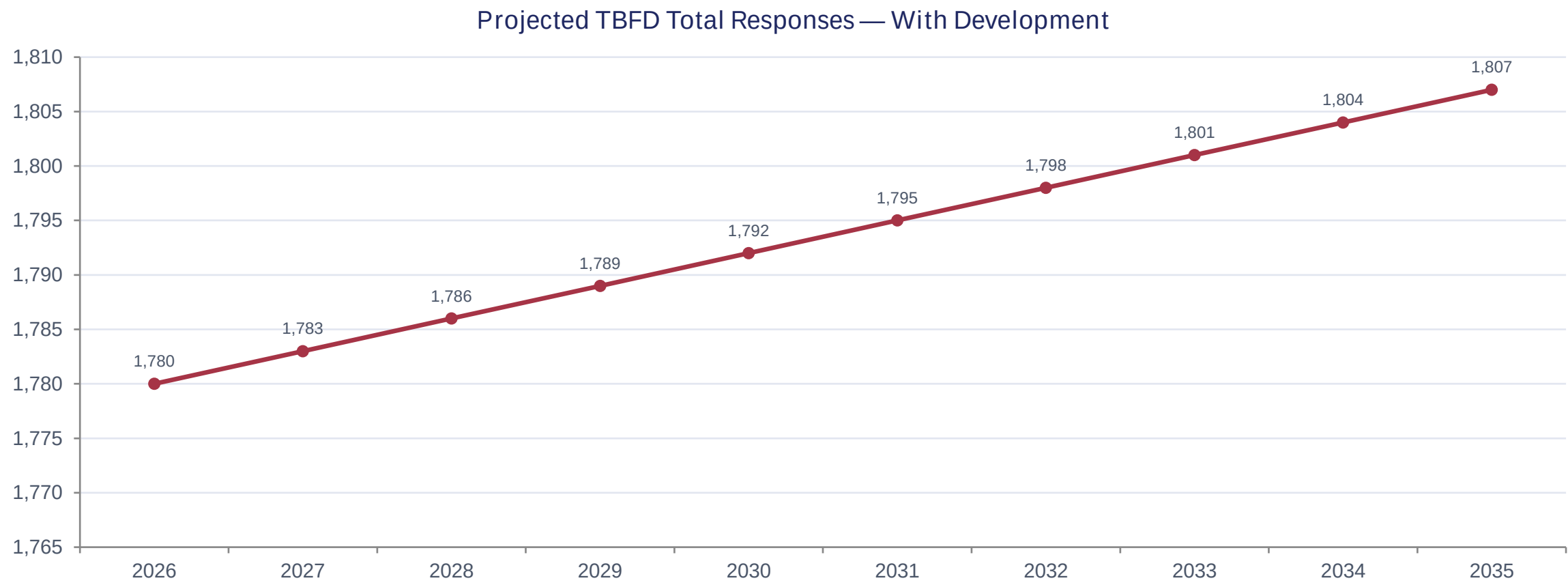
Source: TBFD Fire & EMS Development Impact Model (FEDIM v1.0), Summary Dashboard — Operational Impact Metrics.



Development impact remains within existing operational capacity

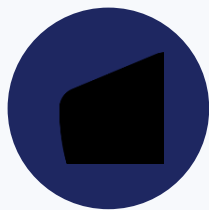
Fire & EMS 10-Year Outlook

Projected Town of Brookfield Fire Department total responses, including development-related demand.



Police Department Impact

Projected annual calls for service attributable to the proposed development.



219

Expected Calls for Service / Year



0.60

Daily Impact (CFS / Day)



102

Additional Officer-Hours / Year

Police Operational Summary

Metric	Low Estimate	Expected	High Estimate
Estimated New CFS Per Day	0.36	0.60	0.96
Additional Officer-Hours / Year	61	102	164
Development Demand as % of Capacity	0.3%	0.5%	0.8%
Equivalent FTE Officers	0.04	0.07	0.11

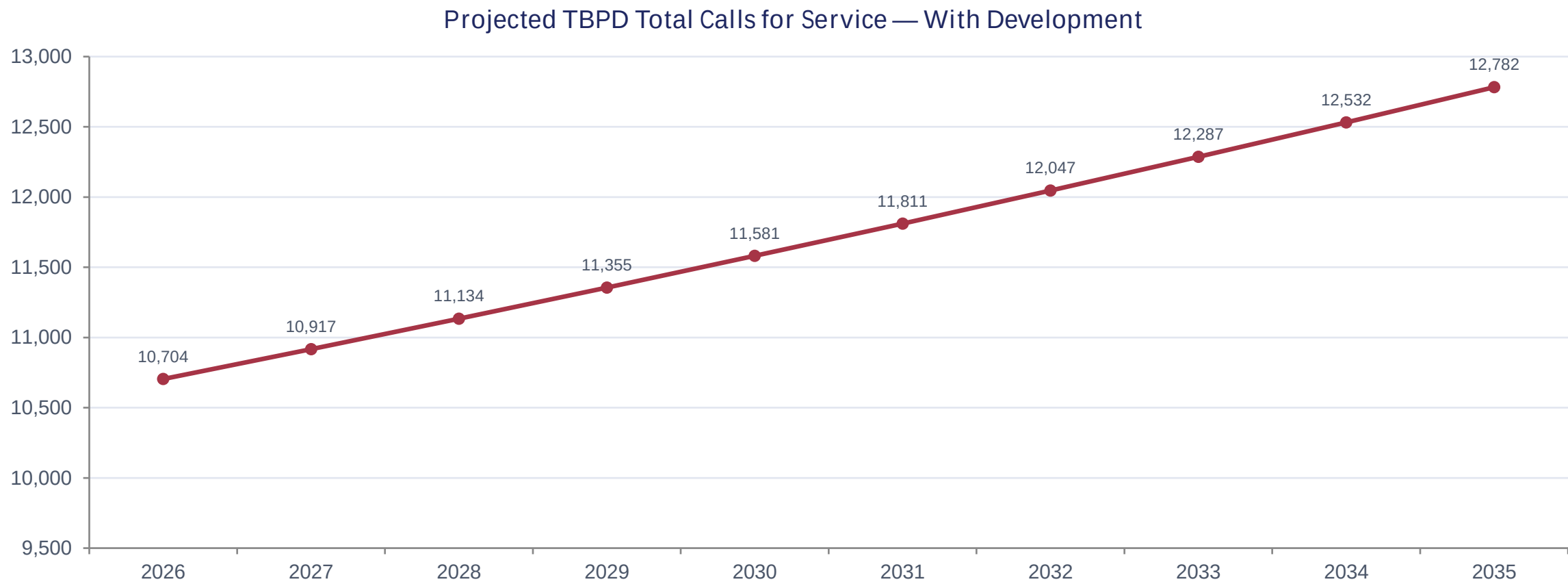
FTE figures reflect officer staffing equivalency as of 07/21/2026.



No additional FTE Officers currently justified

10-Year Outlook

Projected Town of Brookfield Police Department total calls for service, including development-related demand.

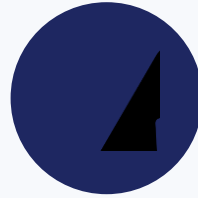


Key Findings



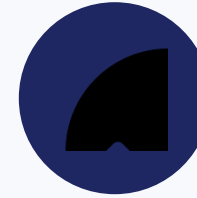
Objective, Data-Driven Analysis

Findings are grounded in historical response data, verified projections, and established forecasting methodology.



Measurable but Manageable Impacts

The development generates quantifiable new demand that falls within existing operational capacity.



Supports Informed Land-Use Decisions

The assessment gives the Planning Commission a clear, evidence-based basis for its determination.



Joint Recommendation

Both the Fire Department and Police Department conclude that existing capabilities are sufficient to serve the proposed development.

RECOMMENDATION: Approval from a Public Safety Perspective



Questions

Town of Brookfield Public Safety Departments • Planning Commission Briefing