



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, 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
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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, Department of Public Works Superintendent Scott Hartung, Town Attorney Jim Hammes, Chief of Police Chris Perket, Fire Chief John Schilling, 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 Kohlmann.

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

4. Approval of Minutes:

a. July 21, 2026 meeting of the TB, UD1, SD4.

Motion by Stanelle to approve the minutes of July 21, 2026 with a friendly from Chairman Henderson to revise item 6(a)(1)2 with "applicant" being "applicable"; seconded by Kohlmann.

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

b. July 17, 2026 special meeting of the TB, UD1, SD4.

Motion by Stanelle to approve the minutes of July 17, 2026; 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. Discussion and possible action regarding an application for Appointment of Agent by Olive Garden to appoint Abigail Collins as the successor agent.

Motion by Kohlmann to approve an application for Appointment of Agent by Olive Garden to appoint Abigail Collins as the successor agent; seconded by Stanelle.

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

b. Discussion and possible action regarding an Intermunicipal Cooperation Agreement for the Davidson Road Reconstruction Project.

Motion by Kohlmann to approve the Intermunicipal Cooperation Agreement for the Davidson Road Reconstruction Project; seconded by Paris.

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

- c. Discussion and possible action regarding proposals for the Storm Sewer Repair located at 675 N. Brookfield Rd.
Motion by Kohlmann to approve the VisuSewer proposal in the amount of \$40,565.00 for the Storm Sewer Repair located at 675 N. Brookfield Rd.; seconded by Paris.
Motion prevailed by a voice vote (5-0).
 - d. Discussion and possible action regarding the change of Election Day(s) Town Board meeting dates.
Motion by Charlier to move the following Town Board meeting dates:
 1. Tuesday, November 17 to Wednesday, November 18 (if necessary);
 2. Tuesday, December 15 to Wednesday, December 16;seconded by Kohlmann.
Motion prevailed by a voice vote (5-0).
 - e. Discussion and possible action regarding ARC Scanning Services proposal for Plan Sheet and Plat Map Scanning Project.
Motion by Paris to approve the ARC Scanning Services proposal for Plan Sheet and Plat Map Scanning Project as allowed with capacity in the budget; seconded by Stanelle.
Motion prevailed by a voice vote (5-0).
1. Departments Reports/Recommendations:
 - a. Fire Department/Police Department
 1. Public Safety Development Impact Assessment: The Corners West End Development
Chief Schilling presented the Public Safety Development Impact Assessment.
 - b. Sanitary District No. 4
 1. Discussion and possible action regarding Well Pump No. 1 Repair Updates.
Motion by Stanelle to approve the Municipal Well & Pump proposal in the amount of \$18,168.40 for Well Pump No. 1 repairs; seconded by Charlier.
Motion prevailed by a voice vote (5-0).
 2. Approval of Vouchers and Checks.
Motion by Kohlmann to approve vouchers and checks in the amount of \$168,753.08; seconded by Charlier.
Motion prevailed by a voice vote (5-0).
 3. Communication and Announcements.
 - a. Howells announced the Partisan Primary Election is Tuesday, August 11, 2026.
 - b. Hagie communicated he was in attendance at the Graze Craze grand opening/ribbon cutting ceremony.
 - c. Hagie communicated name plates are ordered.
 - d. Hagie communicated that he was on site with the Town Engineer to survey Weyer Road.
 - e. Hagie communicated that the West Vestibule in Town Hall will need repairs at the expense of the contractor.
 4. Adjourn.
Motion by Kohlmann to adjourn at 8:03 p.m.; seconded by Charlier.
Motion prevailed by a voice vote (5-0).

Respectfully submitted by,
Emily Howells, Town Clerk