



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 18, 2026 Immediately Following the Public Hearing	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. August 4, 2026 meeting of the TB, UD1, SD4.
5. Citizen Comments: Three-minute limit.
6. Committee/Commission Reports/Recommendations:
 - a. Plan Commission
 1. Discussion and possible action on a Site Plan/Plan of Operation (Conceptual, Preliminary, Final approval) for a change in use for a new tenant, Escapology, at 18900 W. Bluemound Road, Tax key BKFT 1124.999.003 Jerry Benson (tenant/applicant). LMR II Galleria West LLC (owner).
 2. Discussion and possible action a request for Preliminary and Final approval for building and site alterations proposed for Pabla Plaza/Taste of India restaurant and banquet hall, located at 18110 W. Bluemound Road. Roger Schregardus (applicant), Manjit Singh (owner).
 3. Discussion and possible action regarding the three-month review for The Sandtrap LLC Conditional Use at 17780 W. Bluemound Road, Tax Key BKFT 1120.995.002. Jordan Jackson (applicant).
 4. Discussion and possible action regarding Resolution 2025-05 Vacate Portion of Lord Street.
 5. Discussion and possible action regarding draft amendments to Chapter 17 pertaining to automobile uses.
7. Old Business: None.
8. New Business:
 - a. Discussion and possible action regarding a hearing, requested by applicant Stephen Ransom, to appeal the denial of a Beverage Operator's License.
 - b. Convene into **CLOSED SESSION** pursuant to Wis. Stat. § 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility: Fire Chief Compensation.
 - c. Reconvene into **OPEN SESSION**, according to Wis. Stat. § 19.85(1)(c), for any necessary action resulting from the Closed Session.

9. Departments Reports/Recommendations:

a. Development Services

1. Property Maintenance Code Violations Report.

b. Police Department

1. Discussion and possible action regarding proposals for the review of the Town of Brookfield Police Department.

c. Sanitary District No. 4

1. Discussion and possible action regarding bid proposals received for the Well No. 5 and Well No. 6 Rehabilitation.

10. Approval of Vouchers and Checks.

11. Communication and Announcements.

12. Adjourn.

Posted August 14, 2026

Emily Howells, Town Clerk



Office of the Town Clerk

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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

Town of Brookfield
645 N. Janacek Road
Brookfield, WI 53045
(P) 262-796-3788
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TOWN PLAN COMMISSION RECOMMENDATIONS

PC Meeting date: June 23, 2026 and July 28, 2026

- A. Review and possible action on a request for Preliminary and Final approval for Pabla Plaza redevelopment, including the Taste of India restaurant and banquet hall, located at 18110 W. Bluemound Road. Roger Schregardus (applicant), Manjit Singh (owner).

On June 23, 2026, the PC unanimously voted in favor of Preliminary Approval subject to several conditions being met prior to Final Approval being granted. The applicant and Plan Commission discussed revising the plans for Final approval to be heard at the July Plan Commission meeting and will seek a combined Preliminary and Final Approval from the Town Board in August. No action to be taken.

On July 28, 2026, the Plan Commission unanimously recommended Final Approval subject to the following conditions:

1. The Parking Agreement with Harvard Square shall be submitted and reviewed by Town Staff to ensure there is enough parking for the proposed uses.
2. A plan to protect the south elevation of the building from cars, such as a curb, bollards, or landscaping, shall be submitted for review and approval.
3. The dumpster enclosure plan shall be submitted to staff for approval.
4. Updated water demand calculations for the entire building must be provided to the Sanitary District to verify and support the proposed meter sizing.
5. All required Building and Occupancy Permits shall be obtained.

- B. June 23, 2026: Review and possible action on a request to discontinue a portion of N. Lord Street.

Motion by Mr. Watson to recommend approval of the request. Seconded by Mr. Smeltzer. The motion carried unanimously.

- C. July 28, 2026. Review and possible action on a Site Plan/Plan of Operation (Conceptual, Preliminary, Final approval) for a change in use for a new tenant, Escapology, at 18900 W. Bluemound Road, Tax Key BKFT 1124.999.003. Jerry Benson (tenant/applicant), LMR II Galleria West LLC (owner).

Motion by Mr. Watson to recommend approval of the request, as presented.
Seconded by Mr. Probst. Motion carried unanimously.



TOWN OF BROOKFIELD STAFF REPORT

TO: Town of Brookfield Plan Commission
FROM: Rebekah Leto, AICP, Town Planner
MEETING DATE: July 28, 2026
RE: Site Plan/Plan of Operation Change for Escapology, located at 18900 W. Bluemound Road, Galleria West, Suite 136

The following report is provided for cursory review prior to action. Specifics relating to the submitted documents of this application may be referenced in the Meeting Packet distributed by the Clerk.

Property owner: LMR II Galleria West LLC

Applicant/Operator: 4 The Escape, LLC, c/o Jerry Benson and Lexie Duval Benson

Business Name: Escapology

Zoning: MU-1 Mixed Use District

Project Description and Use

The applicant is proposing a change in use in the Galleria West from a retail space to an escape room business that will occur entirely indoors. The operators own a location in Wisconsin Dells and are opening another location in the Third Ward in Milwaukee this fall. The tenant space is 3,582 sq. ft. and will consist of eight (8) themed escape rooms that are 10 ft. x 24 ft. There will also be a reception and lobby area, one private party room, an office and storage area, employee support area and two restrooms. Guests typically arrive 10-15 minutes prior to their reservation and experiences typically last 60 minutes. The anticipated maximum occupancy is 75 patrons, including employees. Limited retail sales may include packaged snacks and beverages. The operators may consider applying for a liquor license in the future and may sell prepacked snacks and beverages.

Hours of Operation:

Sunday – Thursday: 10:00 am to 10:00 pm

Friday – Saturday: 10:00 am to 11:00 pm

Employees: 8-10 employees with 2-4 employees per shift.

Parking:

There is a large customer parking area in front of the shopping complex and employee parking in the rear and west side of the building. The Galleria West also has a reciprocal parking agreement with the MLG site. It is unknown how many spaces are required for the existing tenants.

Existing parking counts are as follows:

	Existing Customer	Rear - Employee	Total
Galleria West (per 1987 site plan)	180	62	242
Shared Parking with MLG	89		
Total	331		

Entertainment facilities require one space per 4 occupants, plus one space per number of employees with the largest shift. This would equate to 22 spaces required for the proposed use.

Lighting: No changes to the site lighting are proposed.

Topography and Drainage: No changes in grade are proposed.

Outdoor Storage: None proposed.

Signage: Signage will be proposed to the ARC at a later date.

Staff Recommendation

Staff recommends **approval** of the Site Plan/Plan of Operation for Escapology at 18900 W. Bluemound Road, Suite 136, subject to the following conditions:

1. If applicable, a Permit from the Waukesha County Environmental Health Division shall be provided to the Town Planner prior to Occupancy being granted.
2. All required town permits shall be obtained, including a Building Permit and Occupancy Permits for Building and Fire Inspection.

PLAN OF OPERATION

Escapology - Brookfield, Wisconsin

18900 W Bluemound Road, Suite 136
Brookfield, Wisconsin 53045

Prepared for Municipal Review and Land Use Approval

Submitted By

4 The Escape, LLC dba Escapology

Owners:

Jerry Benson

Lexie Duval Benson

June 2026

I. Business Overview

Escapology is a premium indoor entertainment business offering immersive escape room experiences for families, friends, corporate groups, and private events.

The proposed business will operate within Suite 136 at The Galleria West shopping center. Ownership currently operates an existing Escapology location in Wisconsin Dells and intends to apply established operational standards and management experience to the Brookfield location.

II. Description of Proposed Use

The proposed use consists of an indoor commercial recreation and entertainment venue including eight themed escape rooms approximately 10 by 24 feet in size, reception and lobby areas, one private party room, office and storage areas, customer waiting areas, and employee support areas.

Guests generally arrive 10 to 15 minutes prior to reservations. Experiences typically last approximately 60 minutes.

Limited retail sales may include packaged snacks, soft drinks, bottled beverages, and similar convenience items.

Alcohol sales are not proposed at this time but may be evaluated in the future subject to applicable approvals and licensing requirements.

III. Hours of Operation

Sunday through Thursday: 10:00 AM to 10:00 PM

Friday through Saturday: 10:00 AM to 11:00 PM

IV. Staffing and Management

The business is expected to employ approximately 8 to 10 employees with typical staffing levels of 2 to 4 employees per shift depending on operational demand.

V. Customer Operations and Traffic Management

Operations are reservation-based to manage customer flow and distribute arrivals throughout operating hours.

Peak customer volumes and occupancy shall comply with all applicable building, fire, and life safety requirements as determined through final approved architectural design and code review.

The anticipated maximum total occupancy is approximately 75 guests and staff combined; final occupancy shall be established by approved plans and occupancy codes.

VI. Parking and Site Operations

Operations will occur entirely within the existing tenant space. Existing site parking is anticipated to accommodate customer demand. Deliveries will consist of normal business deliveries and inventory replenishment.

VII. Building Operations and Compatibility

Escapology is a low-impact indoor entertainment use. Operations are not expected to generate impacts beyond normal commercial activity.

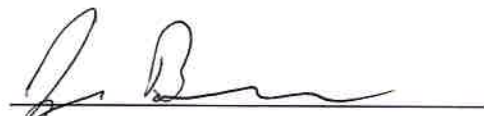
VIII. Safety and Security

Operational procedures include staff supervision, emergency response planning, occupancy management, security monitoring, employee training, and compliance with building and fire code requirements.

IX. Community Benefit Statement

Escapology is intended to provide a family-friendly entertainment destination that complements surrounding commercial uses and supports economic activity within The Galleria West development.

Respectfully Submitted,

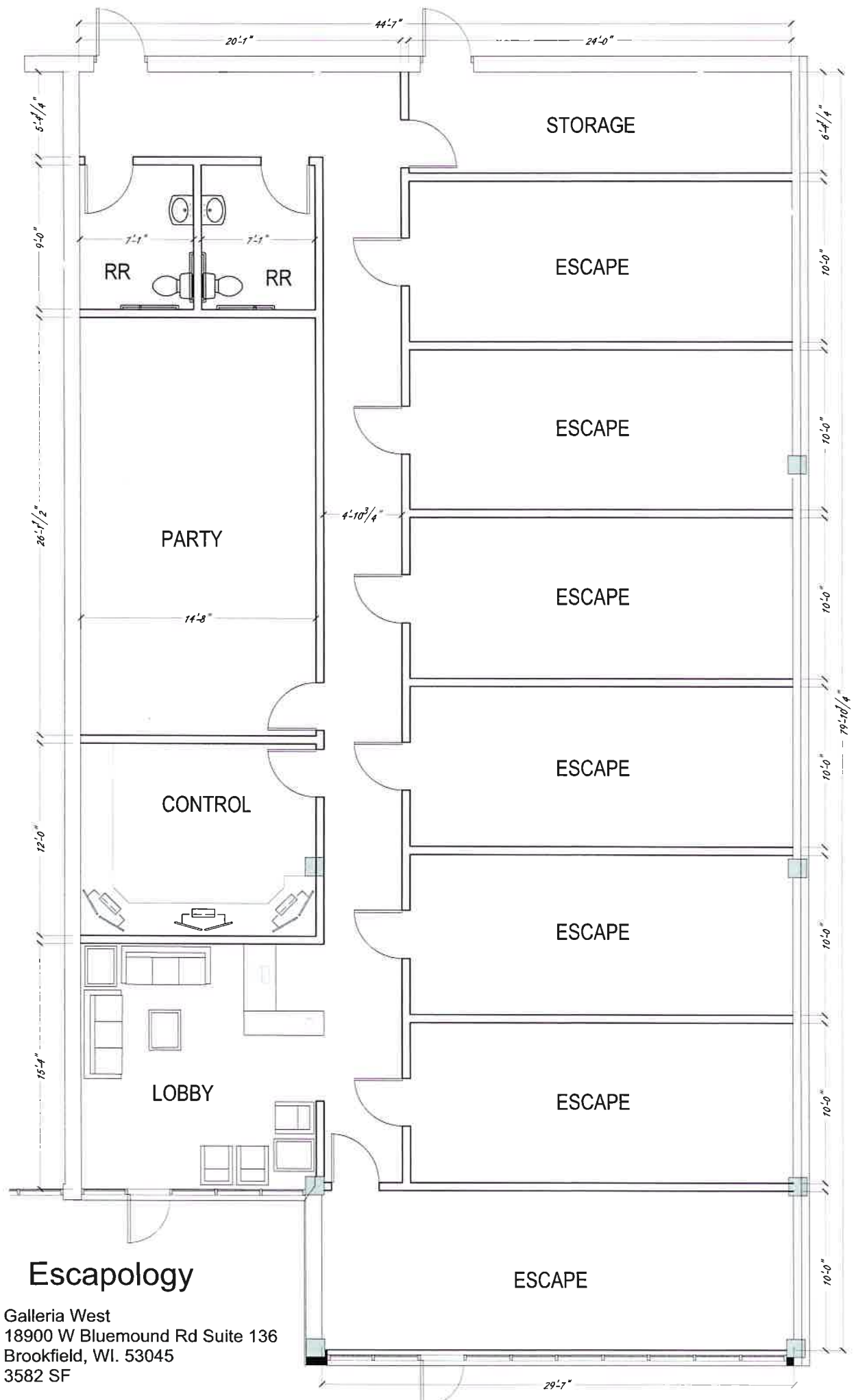

Jerry Benson

Owner

Lexie D. Benson

Lexie Duval Benson

Owner



Escapology

Galleria West
18900 W Bluemound Rd Suite 136
Brookfield, WI. 53045
3582 SF



TOWN OF BROOKFIELD STAFF REPORT

TO: Town of Brookfield Plan Commission

FROM: Rebekah Leto, AICP, Town Planner

MEETING DATE: June 23, 2026 (Prelim); July 28 2026

REPORT DATE: June 16, 2026; updated July 23, 2026

RE: Final approval for parking/site improvements and the renovation of an existing multi-tenant building at **18110 W. Bluemound Road**, including a restaurant and banquet hall for the Taste of India.

The following report is provided for cursory review prior to action. Specifics relating to the submitted documents of this application may be referenced in the Meeting Packet distributed by the Clerk.

Property owner: Manjit Singh (under contract), MIJOJO (current owner)

Applicant: Roger Schregardus, Architect

Zoning: B-2 Limited General Business District

Project Description and Use

The property is approximately 2.25 acres and is located on the north side of W. Bluemound Road. The property currently contains Mike Crivello's Camera and Imaging Center and self-storage units in the lower level. The remaining tenant spaces are vacant. The petitioner is proposing to make substantial modifications to the existing building and parking lot to accommodate new uses within the building. New uses include the Taste of India restaurant and banquet hall and two additional spaces, with the camera store and storage units remaining. The development would be renamed Pabla Plaza. As of the date of this report, a final floor plan has not been submitted. The floor plan will help finalize parking requirements.

Building and Architecture:

Proposed building modifications include the removal of approximately 49 ft. of the building façade, which would allow for better flow inside the building, improve the architecture along Bluemound Road and allow for additional upper-level parking. The street façade has three sections with varying heights and will be flanked with Lannon stone pillars, with a metal parapet and darker grey metal panels above the glass storefronts. The rear (north) entrance will also be significantly enhanced, with floor-length windows, a second entrance and a glass garage door. The existing loading dock in the rear will be removed. The sides and rear of the building will be white. Three-dimensional arches will enhance the sides of the building that will project one foot from the building.

Landscaping and Open Space:

There is no green space on the existing property. The applicants are proposing to repave and restripe the parking areas and as such, at the direction of the Planner, have attempted to add green space and landscaping buffers, consistent with code requirements. A landscaping plan was provided that includes a 10 ft. deep landscaping buffer inclusive of three varieties of evergreens (15 in total) to shield the property from the condominiums. Four-foot grass strips are proposed to border the parking lot to increase the paving offset relative to what exists today. The grass strip on the east side of the lot reduces the drive aisle to 21'-8". While there is no code requirement for a 24' drive aisle, it helps with traffic flow and can reduce congestion. This also makes it more challenging to achieve the fire department's turning radius from the east.

After review, it was noted that there are existing storm and sanitary sewer easements located throughout the parking lot. These easements run along the north and west lot lines and down the center of the parking lot for a width of 20 ft. This makes incorporating landscaping into a parking lot design challenging. The Town Engineer has recommended that the proposed evergreens, which are within the storm sewer easement, be removed or that the sanitary sewer easement be relocated as part of this project. There is already mature vegetation on the condominium property that appears to shield areas of this property from view.

The front of the building will have faux landscaping, likely turf, because there is a basement below the parking area. The ARC did not specifically comment on the removal of the rear (north) buffer or parking lot strips; however no one spoke in opposition of removing these landscaped areas. It was, however, noted that green space is missing from the property. As such, the ARC approved the request, subject to landscaping planters being added around the building to add more greenery.

Update: A modified landscaping proposal was submitted. A four foot grass buffer strip remains on the rear west property line and the north property line buffer strip was reduced to four feet with 3" of mulch. One 6 ft. blue spruce is proposed in the NW corner and two 6 ft. eastern white pines are proposed in the northeast corner. Turf grass continues to line the front of the building. The plan notes that 8-12 planter barrels will be installed between the sidewalk and parking area on the front of the building. No planters are proposed on the rear façade. No specific plantings were proposed.

Parking:

The site contains two parking areas: one on the south side of the parcel along Bluemound Rd and a large lot on the north end of the property that serves the lower level. The top layer of the asphalt will be ground, replaced and restriped. The 9' x 18' spaces will be turned 90-degrees to increase the amount of parking on site. The required landscaping within the parking lot is discussed below. It is unclear at this time how much parking lot landscaping will be incorporated after Town Engineer feedback.

The petitioners have indicated that a shared parking agreement with Harvard Square is forthcoming, which would provide an additional 66 parking spaces for the banquet use. The current proposal is to utilize the existing cross-access easement. However, the fire department would like the location of the easement to be explored further. More on this is below.

Update: The parking agreement is being drafted by Harvard Square's attorneys. The applicants hope to have a draft at the Plan Commission meeting.

There are five (5) ADA stalls located in the north parking lot and two (2) ADA stalls in the south (Bluemound) parking lot. The number of ADA stalls complies with the IBC, which is more restrictive than the Town Code (4 required). It should be noted that the proposed ADA stalls are designed to

comply with the IBC, which is less restrictive than the Town Code. At a prior meeting, the Town Plan Commission indicated to staff that this should be addressed in a future code amendment.

Existing and proposed parking counts are as follows:

	Existing	Proposed
Upper Parking	25	52
Lower Parking	90	115
Shared Parking with Harvard Square	0	66
Total	115	233 (167 on-site)

The proposed uses would require the following approximate number of parking spaces.

Use	Standard	Number of stalls required
Restaurant	1 space per 100 SF of gross dining area, plus one space per employee for the work shift with the largest # of employees	18 + employees
Banquet Hall	1 space per 3 patrons based on the max. capacity of the facility	167 – The Fire Department commented that the actual occupancy would be determined once the floor plan is complete, which would likely be smaller than 500 occupants, thereby reducing the parking requirements.
Retail (2 suites)	1 space per 150 SF of gross floor area of customer sales and service + 1/employee	24 + employees
Business (Salon)	1 space per 200 SF, plus 1 per employee	4 + employees
Self-Storage	1 space per 10 storage units + 1/employee on the largest shift	8 spaces
Total		221+

Hours of Operation

Crivello's: 10:00 am – 6:00 pm, closed on Sundays. May vary.

Taste of India (Restaurant): 11:30 am – 3:00 pm; 4:30 pm – 9:30 pm. Closed on Mondays

Salon/Beauty: 9:00 am – 5:00 pm. Closed Sundays.

Retail: 9:00 am – 9:00 pm

Tentative Banquet Hours: 8:00 am – 12:00 am. Reservations only.

Loading and unloading: There are existing overhead doors on the east, west and north sides of the building. One of the overhead doors on the north side of the building, where the banquet hall entrance is located will be removed and replaced with windows. No overhead doors face a public street, which is not permitted by code. The loading for the storage units is on the west side of the building where the entrance is. The applicant relayed that there are carts available currently for the storage unit users, who park in the back and enter on the side. We discussed whether it may be appropriate to allow for a temporary unloading zone (10-15 maximum parking) when someone has larger items to load or unload. Loading for the restaurant and banquet hall will be on the east side of the building. The Fire Department does not foresee an issue with the loading and unloading plan.

Lighting:

There is a significant amount of lighting proposed on the exterior of the building, and two light poles in the north corners of the parking lot. The lighting on the east and west portions of the building is uplighting to highlight the arches. The Town Engineer reviewed the lighting plan, noting that the town's lighting standards were not being met. Given there are condominiums to the north, it is important to be mindful of too much lighting in the rear, while balancing lighting for safety in the parking lot. The applicant is reviewing changes to the lighting plan. Additional updates may be given at the Plan Commission meeting.

Update: The lighting plan has been updated to reflect four single-head internal light poles with reversible glare shields to keep light from spilling out behind the light pole. The building lights also have dimming capabilities based on the provided data sheets. The maximum .2 foot-candles around the property lines meets the code in most places. However, the Code also requires a minimum .4 foot-candle illumination in areas where there is parking or drive aisles. In this case, the entire site around the building is parking or drive aisles. The plan provides a balance of not spilling light over the property lines to a degree that produces glare. The west property line has the highest foot-candle illumination (0.43) at the curve around the building that is adjacent to the Olive Garden parking lot.

Topography and Drainage: Discussion at the May 26, 2026 Plan Commission meeting, including if the parking lot improvements would impact the drainage or the Dousman Ditch. After the Town Engineer's review, it was determined that the proposed improvements would not have an impact on the existing drainage patterns.

Outdoor Storage: None proposed.

Rooftop equipment: There are existing and proposed utilities on the roof. Given the architecture and the height of the building, they are not visible.

Signage: Signage will be proposed to the ARC at a later date.

Dumpster: A 21' x 12' concrete dumpster enclosure is proposed. However, the enclosure is within the storm sewer easement, to which the Town Engineer recommended be removed or relocated. The existing and proposed dumpsters are located in the northeast corner of the property. The existing dumpster is not enclosed. The Town Code is not clear on whether an enclosure is required. It notes, "Enclosures intended to screen dumpsters..." but does not specifically require them. The Town Plan Commission will need to consider intent and precedent on whether an enclosure is required and if so, where an appropriate place may be for the dumpster, as it would have to be moved from its current location.

Update: The dumpster has been relocated out of the easement and is within a masonry enclosure. It will also be shielded from the north by the two eastern white pines.

Town Comments & Action

Town Engineer: The Town Engineer sent comments, most of which are incorporated herein, on June 4th. Comments not stated elsewhere include minor modifications to the site plan, including retaining wall heights, an erosion control plan, a turning template for the largest vehicle that will access the site and proposed traffic and providing site signage on the construction drawings.

Update: The Town Engineer has no further comments at this time. Final details will be presented with the construction drawings.

ARC: On June 10, 2026, the ARC granted Preliminary and Final approval subject to an updated photometric plan to meet Town Code and subject to landscaping planters being placed around the building to add greenery.

Fire Department: The Fire Department has requested the applicant evaluate some modifications to the access easement from the east. The first alternative would be to move the access location to the north to align with the rear aisle, which would require the relocation of the concrete dumpster enclosure at Harvard Square. Another alternative would be to move the access location slightly north to align with the middle drive aisle at Harvard Square. This would likely require a new easement between Harvard Square and the subject property. However, it would allow a fire apparatus better access to the site. As a last resort, the applicant will need to show the turning radius entering from the proposed access location to ensure the trucks can turn if cars are parked there. The Fire Department has also requested that the second set of outdoor stairs on the west side of the building be removed, as the building is already close to the lot line (15 ft.) and they want to ensure they can get through without an issue. The architect noted that the floor plans need to be completed in order for him to know whether the outdoor staircase can be removed. The other exterior staircase will be filled with the demolition of the front portion of the building.

Update: The Fire Department comments have been addressed.

Sanitary District: Updated water demand calculations for the entire building must be provided to verify and support the proposed meter sizing.

Update: This will be done at the time of the construction drawings. No further comments from the sanitary district at this time.

Staff Recommendation

Staff recommends **Final approval** for the proposed site and building modifications to 18110 W. Bluemound Road, subject to the conditions below.

Conditions of Approval

1. Updated water demand calculations for the entire building must be provided to the Sanitary District to verify and support the proposed meter sizing.
2. All required Building and Occupancy Permits shall be obtained.

BUILDING ALTERATION & CHANGE OF USE FOR: PABLA PLAZA TOWN OF BROOKFIELD, WISCONSIN

PROJECT TEAM

OWNER MANJIT SINGH

17115 W. BLUEMOUND RD D1
BROOKFIELD, WI 53005
PHONE: (262) 894-0913

PROJECT CONTACT: MANJIT SINGH
EMAIL ADDRESS: manjit@tasteofindia.wi.com

GENERAL CONTRACTOR

-

TBD

ARCHITECTURAL MORPH DESIGNS, LLC

W10953 DEAD END ROAD
WAUPUN, WI 53983
PHONE: (920) 948-7975

PROJECT CONTACT: ROGER SCHREGARDUS
EMAIL ADDRESS: cadmanroger@sbcglobal.net

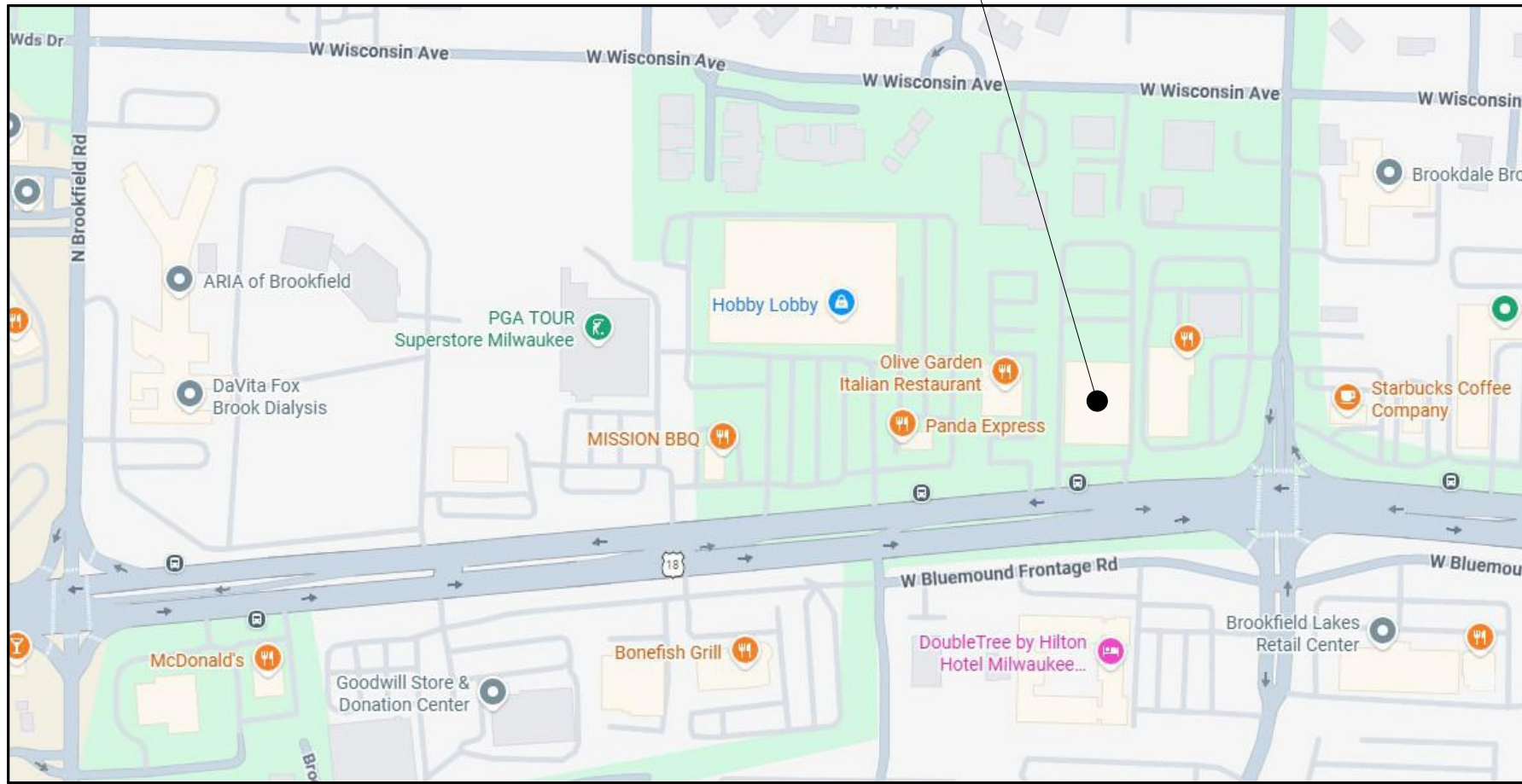
STRUCTURAL / SUPERVISING PROFESSIONAL INTEGRATED STRUCTURAL ENGINEERING, LLC

7700 HILL 'N DALE COURT
CEDARBURG, WI 53012
PHONE: (920) 470-3119

PROJECT CONTACT: PETER BARTNIK, PE
EMAIL ADDRESS: pete@ise-llc.net

LOCATION MAP

PROJECT LOCATION



SHEET INDEX

SHEET	DESCRIPTION	T BROOKFIELD CONCEPT REVIEW	T BROOKFIELD ARCH CONTROL REVIEW	PLAN COMMISSION PRELIM REVIEW	PLAN COMMISSION FINAL REVIEW
G-100	TITLE SHEET, PROJECT DATA	04/07/2026	05/29/2026		07/17/2026
ARCHITECTURAL					
D-100	OVERALL LOWER LEVEL FLOOR PLAN - DEMOLITION WORK	04/07/2026			
D-101	OVERALL UPPER LEVEL FLOOR PLAN - DEMOLITION WORK	04/07/2026			
CIVIL ENGINEERING					
C-101	SCHEMATIC SITE PLAN	04/07/2026	05/29/2026	06/20/2026	07/17/2026
C-102	AERIAL VIEW W/ NEIGHBORING PROPERTY POINT-OF-ACCESS	04/07/2026	05/29/2026	06/20/2026	07/17/2026
C-ES	EXISTING SITE CONDITIONS (BY OTHERS)		05/29/2026		
CD-101	SITE DEMOLITION WORK	04/07/2026	05/29/2026		
L-101	LANDSCAPE PLAN		05/29/2026		07/17/2026
SL-101	SITE LIGHTING		05/29/2026	06/20/2026	07/13/2026
ARCHITECTURAL					
A-100A	OVERALL LOWER LEVEL FLOOR PLAN - COLORED	04/07/2026	05/29/2026		07/17/2026
A-101A	OVERALL LOWER LEVEL FLOOR PLAN - COLORED	04/07/2026	05/29/2026		07/17/2026
A-200	EXTERIOR BUILDING ELEVATIONS	04/07/2026	05/29/2026		
A-900	EXTERIOR PERSPECTIVES	04/07/2026	05/29/2026		
A-901	EXTERIOR BIRDS-EYE VIEW		05/29/2026		

PROJECT DATA:

BUILDING CODE:

2021 INTERNATIONAL BUILDING CODE (IBC), USING WISCONSIN SPS 362 AMENDMENTS
2021 INTERNATIONAL EXISTING BUILDING CODE (IEBC), USING WISCONSIN SPS 366 AMENDMENTS
2021 INTERNATIONAL ENERGY CONSERVATION CODE (IECC), USING WISCONSIN SPS 363 AMENDMENTS
2021 INTERNATIONAL MECHANICAL CODE
2021 INTERNATIONAL FIRE CODE (IFC)
AMERICAN NATIONAL STANDARDS (ICC/ANSI A117.1-2017)
WISCONSIN COMMERCIAL PLUMBING CODE
NATIONAL FIRE PROTECTION ASSOCIATION, 2012 NFPA
WISCONSIN UNIFORM ELECTRICAL CODE
90.1 (2019) ASHRAE STANDARD (ALTERNATE CODE OF THE IECC)

BUILDING SIZE:

EXISTING FLOOR AREA, LOWER LEVEL: 33,538 sqft
EXISTING FLOOR AREA, UPPER LEVEL: 16,485 sqft
EXISTING FLOOR AREA, REVISED UPPER LEVEL: 14,287 sqft

PER IBC 506.2 ALLOWABLE AREA: 28,500

BUILDING DATA:

COUNTY LOCATION: WAUKESHA
PROJECT TYPE: LEVEL 3 ALTERATION & CHANGE OF USE
REQUIRED SEPARATION: EXISTING 4-HR WALL

CONSTRUCTION CLASSIFICATION:

PER IBC 602 -
EXISTING BUILDING: TYPE IIIB - NON-COMBUSTIBLE EXTERIOR & INTERIOR FRAMING
2 STORY. FULLY PROTECTED BY NFPA 13 SPRINKLER SYSTEM

OCCUPANCY CLASSIFICATION:

PER IBC 301 -
EXISTING OCCUPANCIES - B BUSINESS
M MERCANTILE
S-1 MODERATE HAZARD STORAGE (SELF STORAGE)

PROPOSED OCCUPANCIES - A-2 ASSEMBLY (RESTAURANT & BANQUET)
B BUSINESS (ACCESSORY USE)
M MERCANTILE
S-1 MODERATE HAZARD STORAGE (SELF STORAGE)

EXIT DISTANCE:

PER IBC TABLE 1017.2 - 250 FT. DISTANCE
IBC 1006.2.1 COMMON PATH OF TRAVEL - 100'-0"
IBC 1020.5 DEAD ENDS - 50'-0"

MORPH DESIGNS, LLC
Commercial & Residential
Building & Structural
Design Services
Phone: 920-948-7975
email:
morphdesigns@sbcglobal.net

PRELIMINARY

04/07/2026

05/29/2026

07/17/2026

INTERIOR & EXTERIOR RENOVATION
PABLA PLAZA
18110 W. BLUEMOUND ROAD
BROOKFIELD, WI

SHEET TITLE

TITLE SHEET, PROJECT DATA

PROJECT DATA

DATE:

JOB NUMBER:

SHEET NUMBER:

G-100

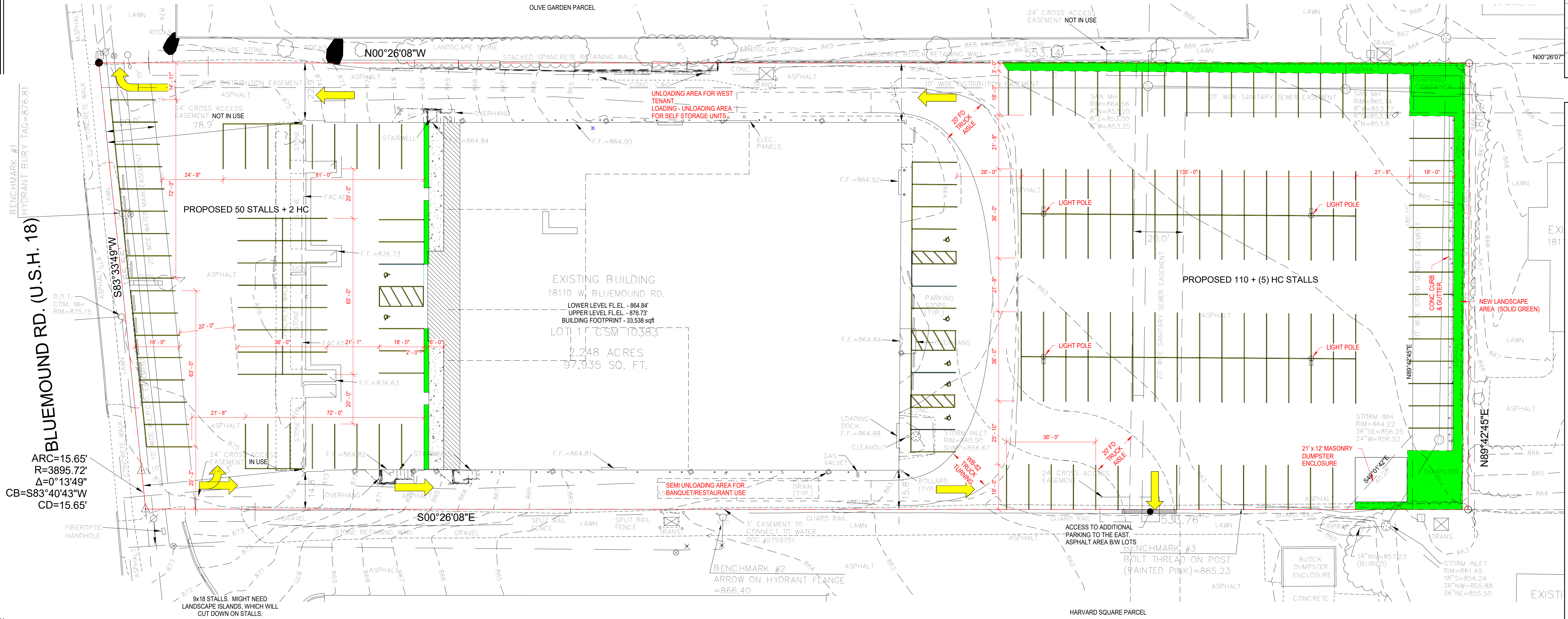
NOT FOR CONSTRUCTION

PRELIMINARY
04/07/2026
05/29/2026
06/20/2026
07/17/2026

INTERIOR & EXTERIOR RENOVATION
PABLA PLAZA
18110 W. BLUEMOUND ROAD
BROOKFIELD, WI

SHEET TITLE
SCHEMATIC SITE PLAN

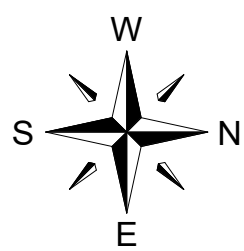
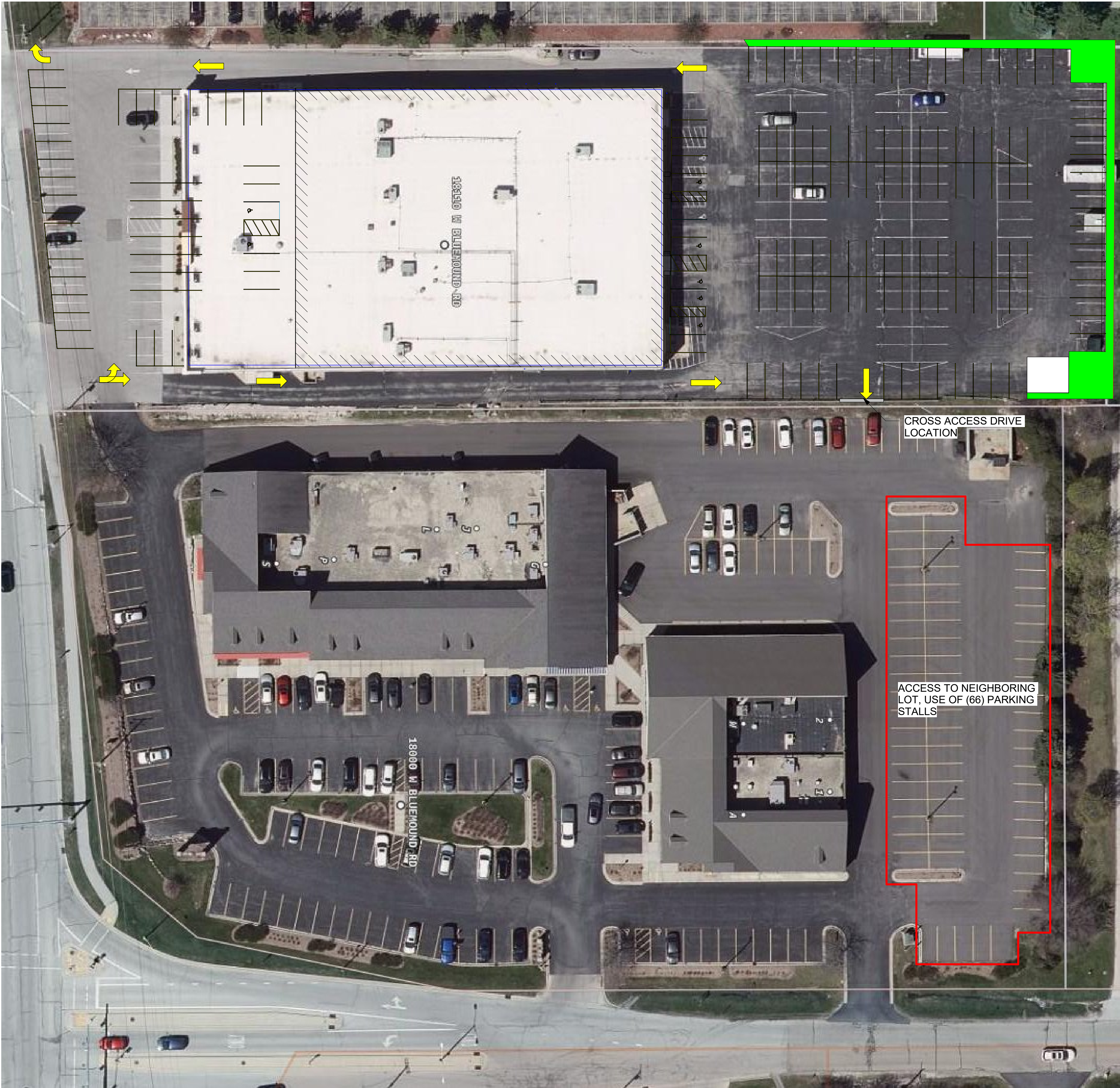
PROJECT DATA
DATE:
JOB NUMBER:
SHEET NUMBER:



PARCEL / TAX KEY #BKFT1119996001
ZONING: B-2 (LIMITED GENERAL BUSINESS DISTRICT)
SITE AREA: 97,935 sqft / 2.2483 acres
BUILDING AREA: 33,538 sqft
PARKING / IMPERVIOUS AREA: 64,397 sqft
5% OF SURFACE AREA TO BE LANDSCAPE AREA (0.05x64397=3,220
PROVIDED LANDSCAPE AREA: 3,558 sqft

NOT FOR CONSTRUCTION

C-101



NEIGHBORING PROPERTY POINT-OF-ACCESS, USE OF PARKING

SCALE: 1" = 30'-0"

NOT FOR CONSTRUCTION

MORPH DESIGNS, LLC
Commercial & Residential
Building & Structural
Design Services
Phone: 920-948-7975
email:
morphdesigns@sbcglobal.net

PRELIMINARY
04/07/2026
05/29/2026
06/20/2026
07/17/2026

INTERIOR & EXTERIOR RENOVATION

PABLA PLAZA
18110 W. BLUEMOUND ROAD
BROOKFIELD, WI

SHEET TITLE
AERIAL VIEW W/ NEIGHBORING PROPERTY POINT-OF-ACCESS

PROJECT DATA
DATE:
JOB NUMBER:
SHEET NUMBER:
C-102

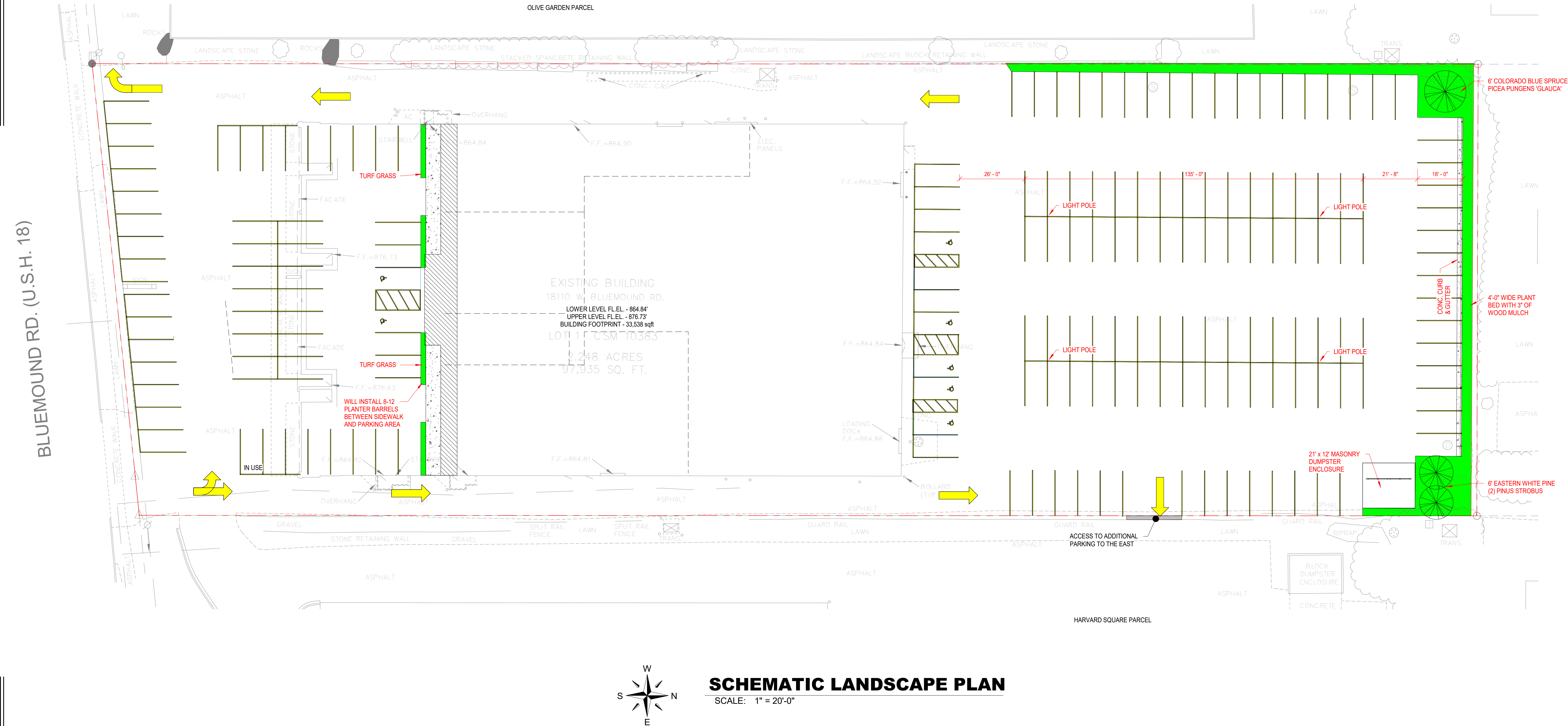
PRELIMINARY
05/29/2026
07/17/2026

INTERIOR & EXTERIOR RENOVATION
PABLA PLAZA
18110 W. BLUEMOUND ROAD
BROOKFIELD, WI

SHEET TITLE
LANDSCAPE PLAN

PROJECT DATA
DATE:
JOB NUMBER:
SHEET NUMBER:
L-101

7/17/2026 9:12:21 AM



NOT FOR CONSTRUCTION



All County
Electric Supply

Pabla Plaza
BROOKFIELD, WI

EXTERIOR LIGHTING CALCULATIONS - TWIN POLES

project info

scale

1" = 16'-0"

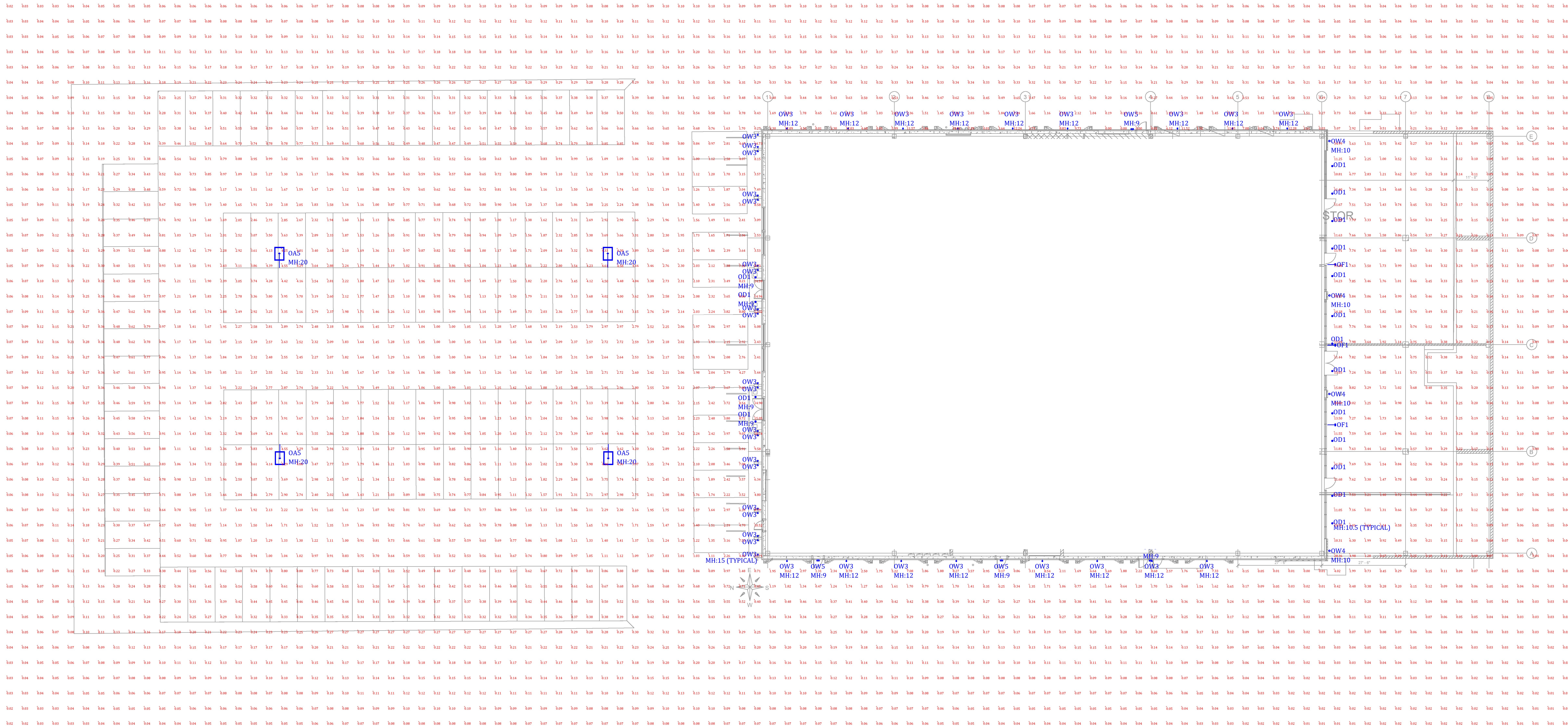
date

7/13/2026

designer

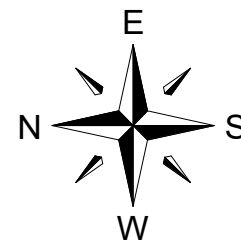
SL-101

sheet name



Luminaire Schedule					
QTY	TYPE	MFR	PART NUMBER		LLF
4	OA5	Keystone	KT-ALED140PS-M2-OSA-NM-8CSB-VDIM-B/G2 @ T5, 100W + 17' POLE + 3' BASE		0.950
17	OD1	Keystone	KT-RDLED24PS-6A-9CSF-CDIM @ 13W		0.950
3	OF1	Keystone	KT-FLED35PS-R4A-UNV-8CSB-VDIM-x @ 25W		0.950
37	OW3	Keystone	KT-CYLED20PS-4A-WDI-OSG-8CSB-VDIM-W @ 16W, 40°		0.950
4	OW4	Keystone	KT-CYLED36PS-6A-WDI-OSG-8CSB-VDIM-W @ 36W, 25°		0.950
4	OW5	Mule	MERU-LED-ACEM-xx-IH (NOT CALCULATED)		0.950

Calculation Summary					
AREA	AVG	MAX	MIN	AVG/MIN	MAX/MIN
Parking Area	1.57	9.1	0.2	7.85	45.50



SITE LIGHTING PLAN

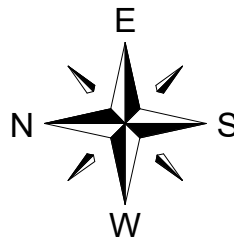
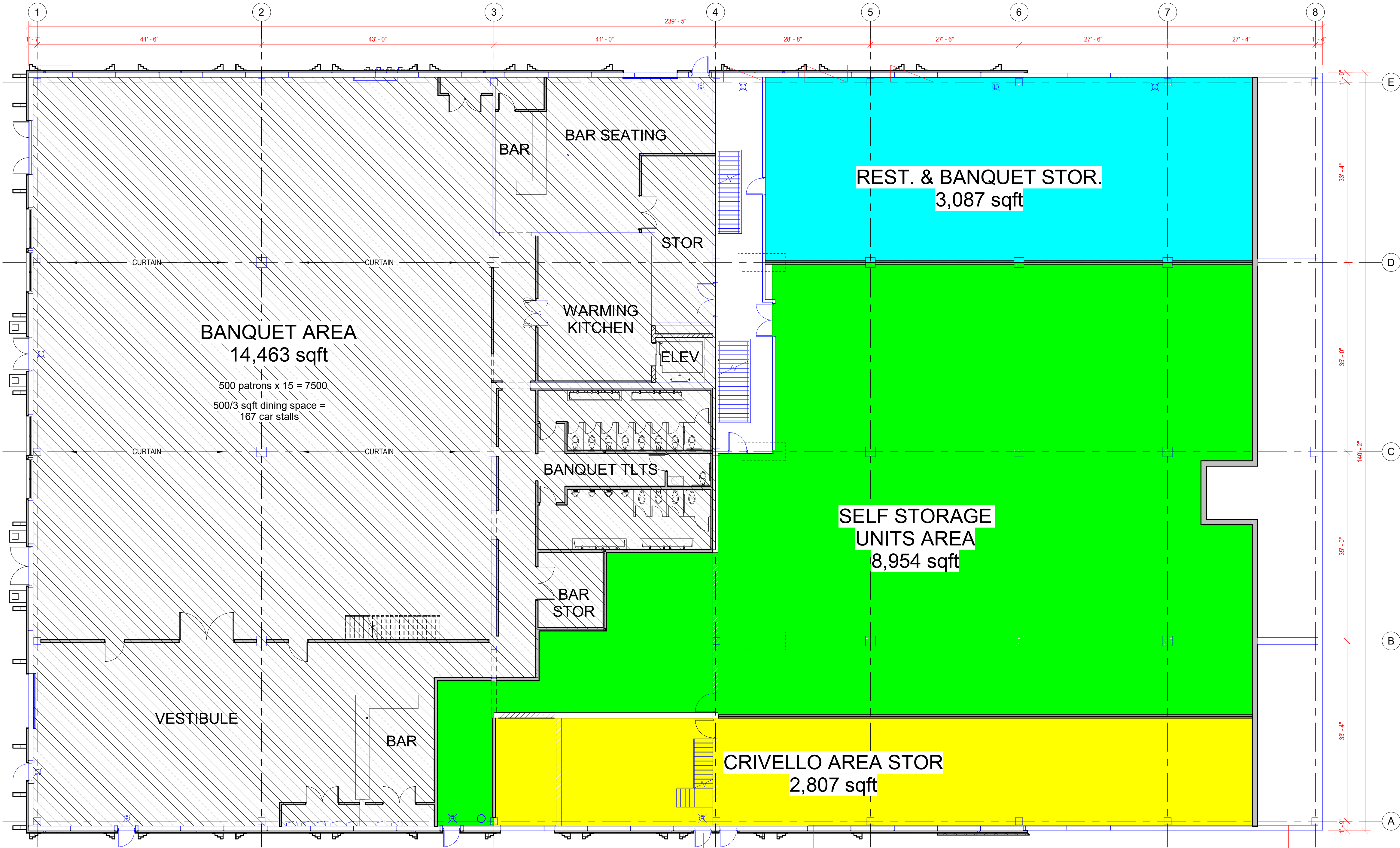
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PRELIMINARY
04/07/2026
05/29/2026
07/17/2026

INTERIOR & EXTERIOR RENOVATION
PABLA PLAZA
18110 W. BLUEMOUND ROAD
BROOKFIELD, WI

SHEET TITLE
OVERALL LOWER LEVEL FLOOR PLAN - COLORED

PROJECT DATA
DATE:
JOB NUMBER:
SHEET NUMBER:



FLOOR PLAN - LOWER LEVEL COLORED

SCALE: 3/32" = 1'-0"

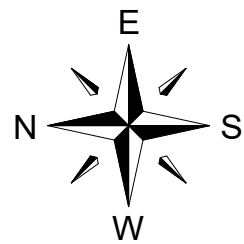
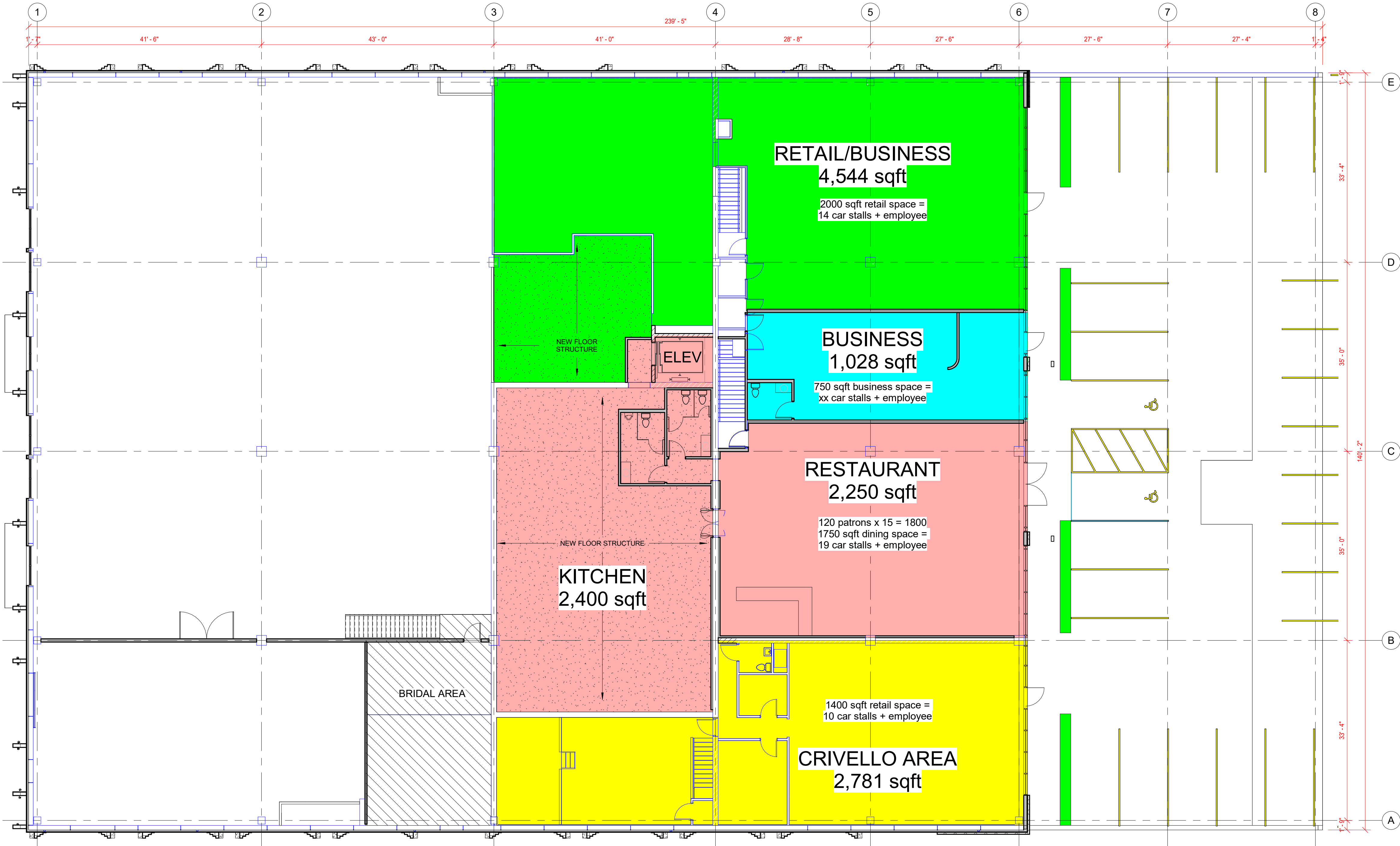
NOT FOR CONSTRUCTION A-100A

PRELIMINARY
04/07/2026
05/29/2026
07/17/2026

INTERIOR & EXTERIOR RENOVATION
PABLA PLAZA
18110 W. BLUEMOUND ROAD
BROOKFIELD, WI

SHEET TITLE
OVERALL LOWER LEVEL FLOOR PLAN - COLORED

PROJECT DATA
DATE:
JOB NUMBER:
SHEET NUMBER:



FLOOR PLAN - UPPER LEVEL COLORED

SCALE: 3/32" = 1'-0"



TOWN OF BROOKFIELD PLAN COMMISSION ZONING REPORT

TO: Town of Brookfield Plan Commission

FROM: Rebekah Leto, AICP, Town Planner

MEETING DATE: August 18, 2026

RE: 3-month review of the Conditional Use for The Sandtrap LLC, **17780 W. Bluemound Road, Tax Key No. BKFT 1120.995.002**

PROPERTY OWNER: TFW Group LLC

APPLICANT: The Sand Trap, LLC, c/o Jordan Jackson

The following report is provided for cursory review prior to action. Specifics relating to the submitted documents of this application may be referenced in the Meeting Packet distributed by the Clerk.

In July 2025, the Town Board approved Phase I of The Sandtrap Golf Bays, located at 17780 W. Bluemound Road subject to a number of conditions below. In December 2025, the Town Board granted approval of Phase II subject to a review of the operation three months after occupancy. The operation was granted occupancy in early May 2025.

The Phase I conditions were as follows:

1. Phase 1 only
2. Hours of Operation Monday-Saturday from 10:00 am – 10:00 pm, Sundays, 10 am-8 pm.
3. Roll door permitted 12:00 p.m. – Dusk
4. Noise levels must not exceed residential level decibels at the property line.
5. Review 6 months from issuance of the occupancy permit.

During Phase II discussions with the Plan Commission and Board, the applicant noted that he eventually would be looking for longer hours of operation.

The applicant received signage approval in January 2026; however, he has noted that temporary signage has been necessary to help guide people to his unit. The Brookfield Sign Code only allows temporary signs for 30 days in a calendar year.

Upon request, the operator has submitted comments (enclosed) of what he would like to see modified for his Plan of Operation and guidance on whether it might be appropriate to ask for a waiver from the Architectural Review Committee for additional signage than what is permitted by the sign code.

To: Town Board
From: Jordan Jackson
Date: August 4, 2026

Hello,

I hope you are doing well. My name is Jordan Jackson, owner of **The Sandtrap Golf Bays** in Brookfield. I am reaching out ahead of my upcoming meeting this month to help prepare for the topics I would like to discuss with the Board.

When we received our original occupancy approval, I was told we would be on a three-month probationary period to see how the business operated and whether any concerns or complaints came up. Since opening, we have had **no issues and no complaints** that I am aware of. The business has been operating responsibly, and we have received overwhelmingly positive feedback from the community.

Our current approved hours allow us to open as early as **10:00 AM** and close as late as **10:00 PM**. I would like to formally request consideration to expand our permitted operating hours to allow us to open as early as **6:00 AM** and close as late as **2:00 AM**.

To be clear, we do **not** plan to make 2:00 AM our normal closing time. Our goal is simply to have the flexibility to accommodate special events, private parties, corporate outings, winter golf groups, and other larger bookings that may request later availability. Winter will be our busiest and most important season financially, and having flexibility with our hours would help us better serve customers and continue growing the business.

We will keep our summer time hours 10am-10pm. Come fall/winter we will most likely change our permanent hours to 9am-10pm Monday-Thursday Friday and Saturday 9am-12am Sunday 9am-10pm.

I would also like to discuss our signage situation. Because The Sandtrap is tucked toward the back of the building, our visibility from Bluemound Road is very limited. Currently, we only have a small space on the monument sign, and many people have told us they had no idea we were here or had trouble finding us. Business has been good when the weather is not ideal for outdoor golf, but on beautiful days it slows down considerably. Improved signage would make a meaningful difference in helping traffic identify who we are and where we are located.

By the time of the meeting, I plan to have an image of the type of permanent signage we would like to explore, along with a proposed location. We are open to any suggestions or alternatives the Board may have that would help improve our visibility while still fitting within the Town's requirements.

Since opening, The Sandtrap has become a place used by many local residents, families, kids, teams, and businesses. We have hosted kids' birthday parties, baseball teams, work events, a wedding party, family gatherings, and other private events. Families and children have come through and absolutely enjoyed the facility. We are also working to support youth involvement in golf by collecting club sets that can be used for free by kids and guests who do not have their own equipment.

At the time of this email, we have received nearly **70 five-star reviews**, and the feedback has been beyond positive. We believe The Sandtrap is becoming a strong asset to the community by offering a safe, family-friendly indoor entertainment option with golf simulators, food, drinks, arcade games, pool, darts, and event space.

I appreciate the Board's time and consideration, and I look forward to discussing these items further at the upcoming meeting.

Thank you,

Jordan Jackson

Owner, The Sandtrap Golf Bays

17800 W Bluemound Rd, Suite 8

Brookfield, WI 53045

414-507-8427

sandtrapsims@gmail.com

SandtrapSims.com

STATE OF WISCONSIN:

TOWN OF BROOKFIELD:

WAUKESHA COUNTY:

RESOLUTION #2026-05

**RESOLUTION OF THE TOWN BOARD TO VACATE AND DISCONTINUE A
PORTION OF NORTH LORD STREET**

THE TOWN BOARD OF THE TOWN OF BROOKFIELD, WAUKESHA COUNTY,
WISCONSIN, DOES ORDAIN AS FOLLOWS:

WHEREAS, pursuant to Wis. Stat. § 66.1003, the Town Board has statutory authority to vacate and discontinue Town right-of-way within its jurisdiction;

WHEREAS, the public interest requires vacation of an public right-of-way as depicted and described on Exhibit 1, as this is a segment of public way that has no utility and the land can be used by the abutting owners;

WHEREAS, this Resolution was introduced in this form before the Town Board of the Town of Brookfield on June 16, 2026;

WHEREAS, following introduction of this Resolution, the Town Board set a date for a public hearing not less than forty (40) days after the date on which this Resolution was introduced;

WHEREAS, notice of public hearing stating when and where this Resolution would be acted upon and stating what public way is proposed to be discontinued was published as a Class 3 Notice under Chapter 985, Wisconsin Statutes, and in addition was served on the owners of all of the frontage of the lots and lands abutting upon the public way sought to be discontinued (said properties as described in Exhibit 2) in a manner provided for the service of Summons in Circuit Court at least 30 days before the hearing;

WHEREAS, no written objections to the proposed discontinuance have been filed with the Town Clerk by any of the owners abutting on the public way sought to be discontinued, or by the owners of more than one-third of the frontage of the lots or lands abutting on the remainder of the public way which lies within 2,650 feet from the ends of the public way proposed to be discontinued or which lies within that portion of the 2,650 feet that is within the Town limits; or if such objection has been filed, two-thirds of the members of the Town Board voting on the proposed discontinuance have voted in favor of the discontinuance;

WHEREAS, following introduction of this Resolution, a copy of this Resolution was delivered to the Secretary of Transportation as the public way to be discontinued is located within one-quarter mile of a state trunk highway or connecting highway;

WHEREAS, no landlocked parcel will be created by the proposed discontinuance;

WHEREAS, the owners of all of the lands abutting the right-of-way have submitted, or will submit prior to this Resolution taking effect, a certified survey map for approval under Chapter 236 of the Wisconsin Statutes, which will establish the new boundaries of the abutting parcels, including the revision of title as to vacated public way;

WHEREAS, the Town Board has conducted such public hearing on August 18, 2026, pursuant to such notice; and

WHEREAS, following due consideration of all information received from the owners, the Town Engineer, and in the course of the public hearing of this matter and being duly advised, the Town Board, by this Resolution, does hereby declare the public interest requires the vacation and discontinuance of the public way as specifically described and identified on Exhibit 1, and the Town Board further finds that the vacation and discontinuance of the public way will not land lock any property.

NOW THEREFORE, BE IT RESOLVED by the Town Board of the Town of Brookfield, Waukesha County, Wisconsin, that the public way depicted on the attached Exhibit 1 is hereby discontinued pursuant to Wis. Stat. § 66.1003, subject to approval and delivery to the Town Clerk for recording, and recording with the Waukesha County Register Deeds, Wisconsin of a certified survey map which will establish the new boundaries of the abutting parcels, including the revision of title as to vacated public way;

BE IT FURTHER RESOLVED, that upon receipt by the Town of the original certified survey map bearing approval of all necessary governmental bodies and parties-in-interest, the Town Clerk shall record a certified copy of this Resolution together with said certified survey map with the Waukesha County Register of Deeds.

[Signature Page to Follow]

Adopted by the Town Board of the Town of Brookfield this _____ day of _____, 2026.

BY: _____
Keith Henderson, Chairman

BY: _____
John Charlier, Supervisor

BY: _____
Steve Kohlmann, Supervisor

BY: _____
Matthew Paris, Supervisor

BY: _____
Ryan Stanelle, Supervisor

ATTEST: _____
Emily Howells, Clerk

This document drafted by:
Attorney Michael P. Van Kleunen
AXLEY LLP
N20W22961 Watertown Road
Waukesha, WI 53186
(262)-409-2708

EXHIBIT 1

Map and Legal Description

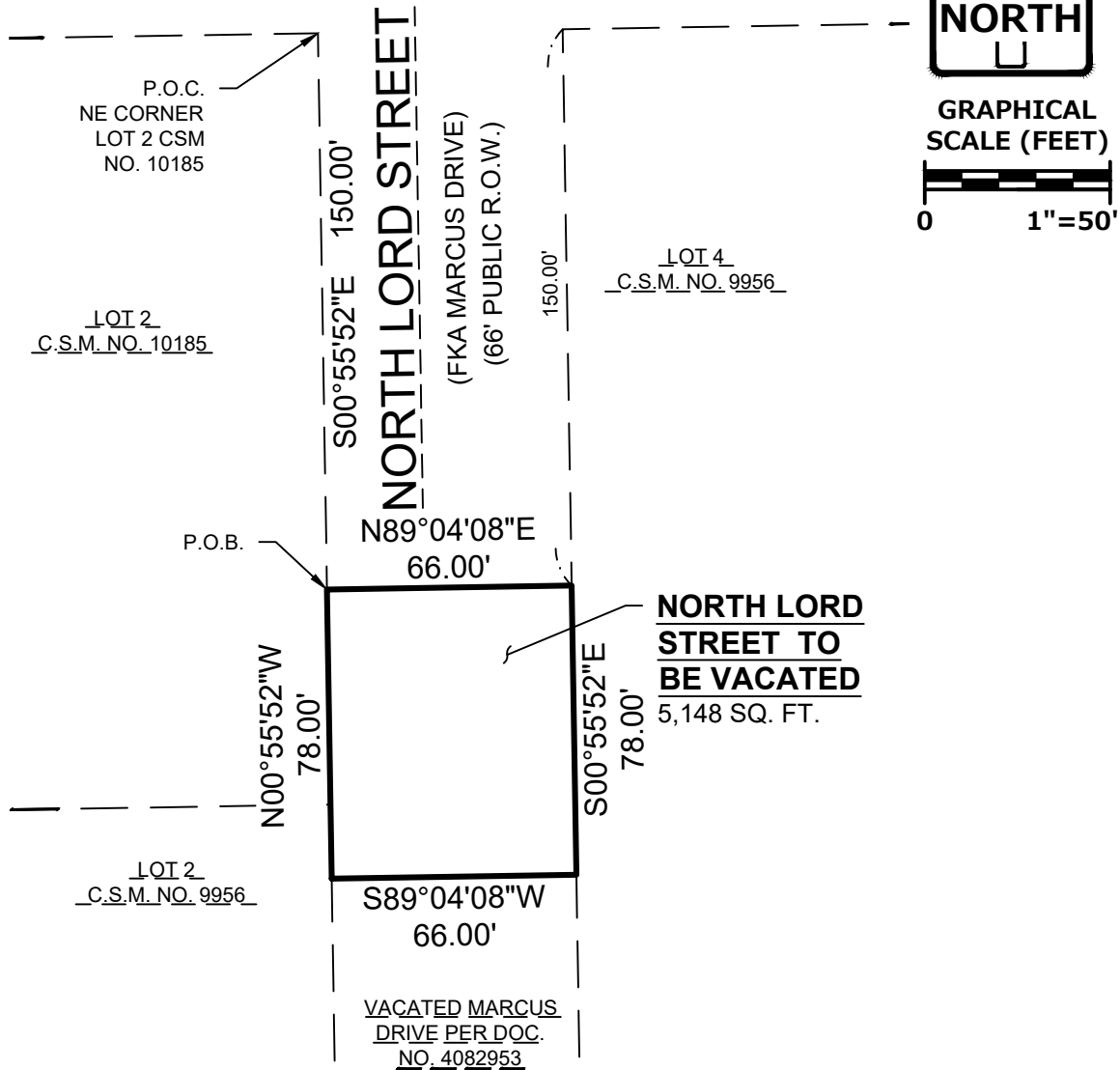
[See Attached]

EXHIBIT 2

Abutting Property Owners

1. Newfield Holdings LLC, Unassigned Address, BKFT1123976001 and BKFT1123976005
2. Brookfield Residential LLC, 260 N Lord Street, BKFT1123962
3. Redevelopment Authority of the Town of Brookfield, 20111 W Bluemound Road, BKFT1123961
4. Unit Owners of the Corners of Brookfield, Unassigned Address, BKFT1123965
5. Brookfield Corners LLC, 260 N Lord Street and Unassigned Address, BKFT1123960 and BKFT1123963
6. Von Maur Inc., 20111 Lord Street, BKFT1123964

WEST BLUEMOUND ROAD US HIGHWAY "18"



LEGAL DESCRIPTION:

That part of North Lord Street in the Southwest 1/4 of the Southwest 1/4 of Section 29, Township 7 North, Range 20 East, in the Town of Brookfield, Waukesha County, Wisconsin, described as follows:

Commencing at the Northeast corner of Lot 2 of Certified Survey Map No. 10185; thence South 00°55'52" East along the West right of way of North Lord Street, 150.00 feet to the Point of Beginning:

Thence North 89°04'08" East, 66.00 feet to the East right of way line of said North Lord Street; thence South 00°55'52" East along said East right of way line, 78.00 feet to the South right of way line of said North Lord Street as vacated by Document No. 4082953; thence South 89°04'08" West along said South right of way line, 66.00 feet to the aforesaid West right of way line; thence North 00°55'52" West along said West right of way line, 78.00 feet to the Point of Beginning.

DRAFTED BY: JWD

EXHIBIT

PINNACLE ENGINEERING GROUP

20725 WATERTOWN ROAD | SUITE 100 | BROOKFIELD, WI 53186

PLAN | DESIGN | DELIVER

PEG JOB#1987.00E

02/18/2026

Process: Retain a Conditional Use requirement for automobile sales with a repair/service component (dealerships). The following are draft code provisions that create a design guideline around the use and have location requirements. This only focuses on vehicle sales as a principal use with ancillary repair/service components and not standalone service, repair or storage facilities, which will be reviewed at a later date.

Conditional use Type: **Vehicle Sales.**

- a. Use description. A business engaged in the display, sale, lease, rental, exchange, or brokerage of new or used motor vehicles, including automobiles, motorcycles, mopeds, snowmobiles, all-terrain vehicles, utility terrain vehicles, recreational vehicles, trailers, and similar vehicles. The use may include outdoor vehicle display areas and accessory vehicle servicing, repair, detailing, inspection, and preparation activities conducted in conjunction with and subordinate to the principal vehicle sales operation.

b. Permitted Zoning District(s): B-2 Limited General Business District.

c. Location and Area Requirements:

- i. The lot shall be located within ¼ mile of an interstate interchange.
- ii. The lot shall not be located on a property adjacent to a residentially zoned district.
- iii. Minimum lot size shall be 5 acres.
- iv. The lot shall have frontage and access from a principal arterial, minor arterial or major collector roadway. The minimum frontage requirement is 100 ft.
- i.v. No more than three (3) Vehicle Sales uses shall be permitted within a one-mile radius of the subject parcel, even if i.-ivii are met.

~~b.a. Permitted Zoning District(s): B-2 Limited General Business District.~~

~~No Vehicle Sales use shall be located on a property adjacent to a residentially zoned district.~~

~~c. Minimum Lot size shall be 5 acres.~~

~~d. Frontage and access are required from a principal arterial, minor arterial or major collector roadway. The minimum frontage along the road where access is obtained shall be 300 ft.~~

~~e. Outdoor storage is prohibited, except for a designated area for vehicles awaiting repair as shown on an approved site plan. Vehicles displayed for sale are not considered outdoor storage. areas shall be shown on a designated site plan and shall be screened by an opaque fence or wall not less than six (6) feet in height. This includes, but is not limited to, vehicles awaiting repair, damaged vehicles, and parts storage.~~

~~f.~~

~~Alternative: Outdoor storage is prohibited, except for a designated area for vehicles awaiting repair as shown on an approved site plan.~~

~~g.d.~~ Mechanical equipment, refuse collection areas, and utility equipment visible from a public street shall be screened through a combination of

landscaping, walls, fencing, or architectural treatments compatible with the principal building.

~~h-e.~~ Service and repair standards

- i. Service and repair operations shall be located to the side or rear of the principal building.
- ii. All vehicle repair and maintenance activities shall occur within an enclosed building.

~~i-f.~~ Lighting. All requirements of Section 17.02(6)9a)(15) shall be complied with, in addition to the following:

- i. A photometric plan is required that includes fixture locations, fixture type, pole heights, initial footcandles (fc) and property line readings.
- ii. Exterior lighting fixtures shall not exceed ~~3000~~4000 Kelvin correlated color temperature (CCT), unless otherwise approved by the Plan Commission based upon a photometric analysis demonstrating no adverse impact on adjacent properties.
- iii. Pole height shall not exceed 25 ft., or 18 ft. if within ~~100~~300 feet of a residential district.
- iv. Lighting not required for security, surveillance, pedestrian safety, vehicular circulation or building entrances shall be reduced by at least 50% between 11:00 p.m. and 6:00 a.m.

~~j-g.~~ Landscaping design requirements.

- i. A landscaping buffer shall be located between the right of way and display vehicles for a minimum of 20 ft. The landscaping buffer shall include:
 1. One deciduous canopy tree for each forty (40) linear feet of street frontage or fraction thereof.
 2. Shrub groupings, ornamental grasses, perennial plantings, berms or a combination thereof are sufficient to soften views of vehicle display areas.
 3. Existing mature vegetation may be credited toward compliance where preserved.
 4. The plan commission may consider, but are not obligated, to reduce one street-yard buffer if the lot contains double frontage.
- ii. Foundation landscaping shall be installed along the street-facing facades of the principal building. Foundation planting areas shall be a minimum of five (5) feet in width and shall contain a combination of shrubs, ornamental grasses, perennials, or other approved plant materials. Foundation landscaping shall be designed to soften the appearance of building walls and screen utility equipment where practicable.
- iii. Vehicle display area landscaping. Landscape islands shall be distributed throughout vehicle display and parking areas to interrupt large expanses of pavement and vehicle display.
 1. A minimum of ~~ten~~five percent (~~10~~5%) of all vehicle display, parking and circulation areas shall be landscaped.

2. Landscape islands shall be provided at the ends of parking rows and display rows.
 3. No uninterrupted row of vehicle display spaces shall exceed twenty spaces without a landscape island.
 4. One (1) canopy tree shall be provided for every 10 vehicle display spaces.
- iv. Preservation of Existing Vegetation. Existing mature trees and natural vegetation shall be retained where feasible and may be credited toward required landscaping quantities, subject to approval by the Plan Commission.

~~k-h~~. Parking and Vehicle Display area requirements.

- i. Vehicles shall only be displayed in designated areas approved by the Plan Commission. Displaying of vehicles is prohibited in the required landscaped area and vision corner triangles but may be located within the front setback area.
- ii. Maximum display frontage. Vehicle display areas shall occupy no more than 70% of the site's frontage along a roadway. The plan commission may consider, but are not obligated, to reduce or waive this requirement for one lot line that abuts a roadway if the lot contains double frontage.
- iii. Parking spaces shall be provided as follows:
 1. Customer and employee parking: 1 space per 600 sq. ft. of showroom/office space, ~~plus 1 space per 2 service bays.~~
 2. Service staging: 3 spaces per service bay.
 3. The Plan Commission may reduce or increase the required parking upon receipt of a parking demand study.
- iv. Parking of any vehicle, whether displayed or for customer or employee parking, shall be a minimum of 10 feet from all property lines.
- v. Vehicle display height. Vehicles displayed for sale, lease, or promotional purposes shall not be elevated more than six (6) feet above the adjacent finished grade. The use of towers, pedestals, platforms, ramps, stacked display structures, or similar devices for the purpose of elevating vehicles above this height is prohibited.

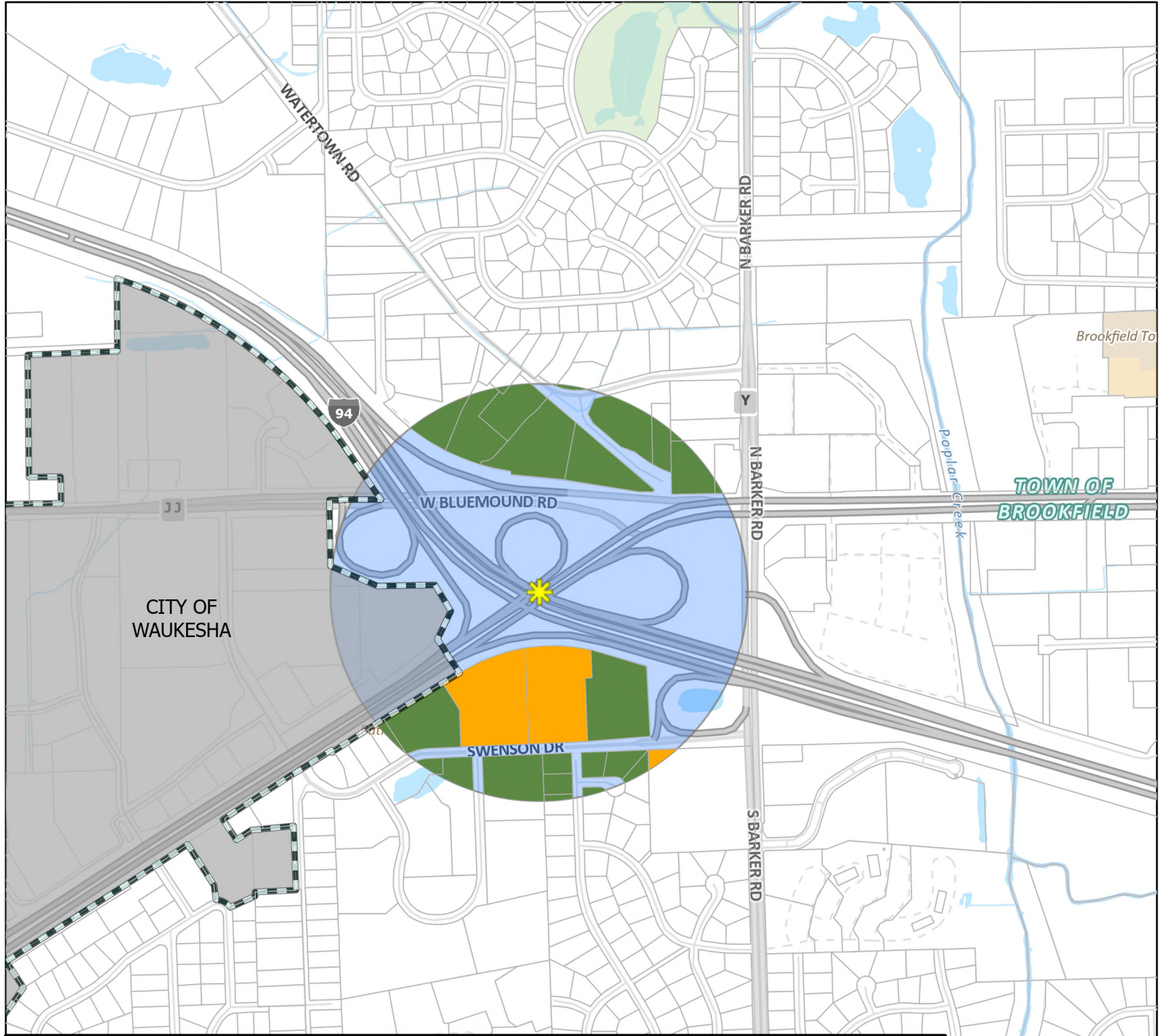
~~h-i~~. Pedestrian design. A designated walkway from the customer parking area to the showroom is required. The pedestrian walkway shall be physically distinguished from adjacent vehicle circulation areas through striping, decorative pavement, raised walkways, or similar treatment.

~~m-j~~. If any provisions of Section X conflict with other provisions of the Town Code, the more restrictive shall apply, unless otherwise approved by the Plan Commission. The Plan Commission may flex any design standard to a minimum degree necessary in the event the applicant demonstrates that a provision cannot be complied with due to circumstances unrelated to the site design.

~~n-k~~. The operator shall obtain a motor vehicle dealer license from the Wisconsin Department of Transportation and maintain such license for the life of the use or

until the state no longer requires such license. A copy of said license shall be submitted to the Town for its records, prior to Occupancy.

Rev. 7/24/2026 RL

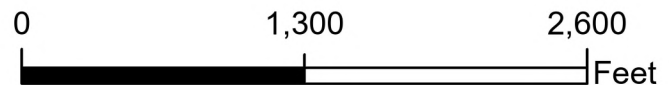


Town of Brookfield

Properties within 1/4 mile of I94 and Bluemound Rd

Legend

- | | |
|------------------------------------|---------------------------|
| Tax Parcel | 1/4 Mile Radius Buffer |
| Civil Divisions | Major Transportation Node |
| >5 Acre Properties Within 1/4 Mile | Railroads |
| All Properties Within 1/4 Mile | Water Stream Line |
| | Water Body Area |





PROPOSAL TO CONDUCT A COMPREHENSIVE POLICE DEPARTMENT ORGANIZATIONAL AND OPERATIONAL ASSESSMENT

AUGUST 12, 2026

TOWN OF BROOKFIELD, WISCONSIN

MATRIX
CONSULTING GROUP

Wendy Mills, Director of Human Resources

Town of Brookfield

645 North Janacek Road

Brookfield, WI 53045

Dear Ms. Mills,

Matrix Consulting Group is pleased to submit our qualifications to conduct a comprehensive Police Department organizational and operational assessment for the Town of Brookfield. This proposal has been developed after reviewing the Town's request and researching Brookfield and its Police Department. The following points summarize our firm, team, and approach to conducting police assessments:

- We founded Matrix Consulting Group over two decades ago to provide comprehensive consulting services to local governments, blending subject matter expertise, technical capabilities, and real-world experience to help our clients achieve their goals and enact change.
- While we provide a wide variety of analytical services to local government, we specialize in public safety. Since our founding in 2003, we have served more than 400 law enforcement agencies in Wisconsin and across the country. Recent police studies conducted in Wisconsin include:

Appleton

Glendale

Milwaukee

Dodge County

Madison

Oshkosh

We are currently working with Madison again to update their strategic plan.

- Our team includes career public safety analysts and former public safety managers who have transitioned to full-time public safety analyst roles. We have no subcontractors on our team.
- Our research methods are in-depth, extensively fact-based, and focused on extensive stakeholder input.

We appreciate the opportunity to submit this proposal for this important project for the Town of Brookfield. If you have any questions, please do not hesitate to contact me either at the letterhead address, by the phone number listed at the bottom of the page, or by email at apennington@matrixcg.net.



ALAN PENNINGTON

President

Matrix Consulting Group

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QUALIFICATIONS

INTRODUCTION TO MATRIX CONSULTING GROUP

Matrix Consulting Group was founded over two decades ago to provide detailed organization and management analytical services to local government. Our firm's history and approach are centered around our service philosophy:

- The only consulting services we provide are to local government. Although law enforcement is our firm's largest single practice area, our projects span across a wide range of local government functions.
- We work together as one team on our consulting engagements and do not typically utilize subcontractors. Our law enforcement consulting team is comprised of career police services consultants, as well as former police managers who are now consultants with the firm.
- Our firm is headquartered in California (San Mateo). We also have offices in 17 other states, plus one in Canada. We currently have 34 full-time and 4 part-time staff.
- We are an independent firm. In 2018, we created a Canadian firm, MCG Consulting Solutions, which is wholly owned by Matrix Consulting Group, to better serve the Canadian market.

OUR LAW ENFORCEMENT CONSULTING EXPERIENCE

Our services in police consulting are varied and include:

- Community-centered policing.
- Staffing, deployment, and scheduling.
- Organization and management of services.
- Strategic, resource, and management planning.

The table below lists selected we have conducted over the past three years, with studies in Wisconsin **bolded**:

Appleton, WI	Kansas City, MO	Sacramento, CA
Anoka County, MN	Madison, WI	Salt Lake City, UT
Cincinnati, OH (2x)	Mahwah, NJ	San Antonio, TX
Dane County, WI	Millburn, NJ	San Francisco, CA
Dodge County, WI	Milwaukee, WI (2x)	San Jose, CA (2x)
East Greenwich, RI	Oshkosh, WI	Signal Hill, CA
Fort Worth, TX (2x)	Phoenix, AZ (2x)	Tacoma, WA (3x)
Glendale, WI	Portland, OR	Virginia Beach, VA
Hennepin County, MN (4x)	Raleigh, NC (2x)	Winnipeg, MB

We are also currently completing a follow-up study with the **Madison** Police Department to update our recent Organizational Strategic Plan.

OUR TEAM

Our team includes former law enforcement leaders and career policing analysts, working together on each project as one collaborative group. This hybrid approach results in a team that maximizes both our experience and capabilities, working collaboratively on all of our projects.



IAN BRADY

Senior Vice President

Leads our law enforcement consulting practice, having completed over 180 studies in his 15 years with the firm. Developer of staffing and deployment models. He will be the project manager.



JOHN SCRUGGS

Senior Manager

Senior Manager with over 26 years of law enforcement experience and has worked on over 100 police studies with Matrix in lead analyst and project manager roles.



PHILIP BERRY

Manager

Experienced analyst and data analytics specialist for law enforcement and criminal justice agencies, having completed over 35 police studies with Matrix.



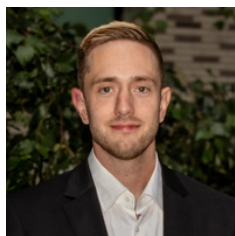
TIM DONOHOE

Manager

Over 30 years of experience in local and international law enforcement and consulting, having previously served as a Commander in the Reno Police Department.

PROJECT TEAM RESUMES

The following pages provide resumes for each of our proposed project team members:



IAN BRADY

Senior Vice President

BIOGRAPHY:

Ian Brady is a Senior Vice President with Matrix Consulting Group and co-leads our Police Consulting Practice and our data analytics unit. With over 15 years of consulting experience, he specializes in public safety, and works on all our police, fire, corrections, and emergency communications studies. He is the lead developer on our statistical models and data analytics platforms, including:

- Projection modeling, using geospatial data to forecast community development, and associated impacts to population, service demand, and staffing needs.
- New agency feasibility, financial modeling, and service delivery.
- Deployment schedule configuration and optimization, forecasting impacts to service levels and overtime usage.

EXPERIENCE HIGHLIGHTS:

LOS ANGELES, CA: BASIC CAR AREA BOUNDARY STUDY

- Led a comprehensive field staffing and redistricting study.
- Developed a new patrol beat structure to better align communities and equalize workload, resulting in 202 new patrol areas, up from the 168 that existed previously.
- Recommended new patrol resource allocation strategies to equalize service levels using a data-driven methodology.

SAN FRANCISCO, CA: POLICE DEPARTMENT STAFFING ANALYSIS

- Lead analyst on a comprehensive staffing study that was designed to create defensible, workload-based methodologies to determine the staffing needs of all 600+ assignments in the department.
- Developed and designed an interactive analytical tool for SFPD to use in the future to replicate the study's analysis in its entirety.

RELEVANT CLIENTS:

AZ, Phoenix
 AL, Birmingham
 CA, Berkeley
 CA, Los Angeles
 CA, Sacramento
 CA, San Francisco
 CA, San Jose
 FL, Miami Beach
 FL, Orange County
 GA, DeKalb County
 HI, Kauai County
 ID, Boise
 IL, Rockford
 KS, Wichita
 MB, Winnipeg
 MD, Harford County
 MD, Howard County
 MN, Hennepin County
 MO, Kansas City
 MO, St. Louis
 NC, Raleigh
 NJ, Mahwah
 NM, Santa Fe
 NY, Newburgh
 NY, Syracuse
 OH, Columbus
 OH, Cincinnati
 OR, Bend
 OR, Portland
 PA, Pittsburgh
 UT, Salt Lake City
 TX, Fort Worth
 TX, Travis County
 VA, Virginia Beach
 WA, Tacoma
 WI, Appleton
 WI, Dodge County
 WI, Madison
 WI, Milwaukee
 WI, Oshkosh

YEARS OF EXPERIENCE:

15

EDUCATION:

BS in Politics, Willamette University



JOHN SCRUGGS
Senior Manager

BIOGRAPHY:

John Scruggs is a former Captain with the Portland Police Bureau, with 32 years of experience in law enforcement and consulting. He is now a lead analyst on our law enforcement, public safety, and criminal justice engagements. His relevant experience includes:

- Completed over 50 studies for law enforcement, public safety, and criminal justice clients.
- Analysis focuses on operational and staffing review, workload analysis, net annual work hour determination, and scheduling.
- Expertise also includes the evaluation of administrative, dispatch, investigations, patrol, records, and property and evidence.

EXPERIENCE HIGHLIGHTS:

KANSAS CITY, MO

Lead analyst on this engagement, which evaluated the staffing and projected future needs. Key recommendations included:

- Opportunity for greater fiscal savings by transitioning 30 positions from sworn to civilian staff, primarily in administrative areas (e.g. finance, records, fleet maintenance, security, and IT).
- Identified the need for additional positions related to open record requests, reviewing BWC footage, and packaging of officer videos for judicial proceedings.
- Provided insight into alternative organizational structures and span of control in administrative functions.
- Conducting workload analysis to determine staffing needs for non-patrol and investigative units.

KAWARTHA LAKES, ONTARIO

- Identified two patrol positions needed in the next four years and six positions over the next 20 years to better meet adopted proactive policing thresholds.
- Identified a shortage of detectives assigned to investigate crimes committed at the Central East Correctional Center.
- Reviewed space projections and the space program to meet desired operational approaches and service levels.

RELEVANT CLIENTS:

AZ, Chandler
AZ, Goodyear
CA, Federal Reserve
CA, La Verne
CA, Richmond
CA, San Diego Harbor
CA, San Francisco
CA, San Jose
CA, Signal Hill
CT, Bridgeport
FL, Hallandale Beach
FL, Osceola County
ID, Boise
MO, Kansas City
MO, O'Fallon
NY, Monroe County
NY, Syracuse
OH, Cincinnati
OH, Columbus
OK, Ada
ON, Kawartha Lakes
OR, Bend
PA, Pittsburgh
RI, East Greenwich
TX, Cedar Hill
TX, Cedar Park
TX, Fort Worth
TX, Texas City
VA, Virginia Beach
WI, Appleton
WI, Dodge County
WI, Madison
WI, Milwaukee
WI, Oshkosh

YEARS OF EXPERIENCE:

32

EDUCATION:

Master of Public
Administration and B.S. in
Political Science from
Portland State University



TIM DONOHOE

Manager

BIOGRAPHY:

Tim Donohoe is a Manager with over 30 years of experience in local and international law enforcement. He is a retired Commander with the Reno, NV Police Department and has command level experience in both police operations and administration. He has served as Mission Advisor for the United States Department of Justice, International Criminal Investigative Training Assistance Program for the country of Armenia and as a Senior Law Enforcement Advisor for the country of Ukraine implementing police reform.

Mr. Donohoe has extensive specialized experience in international police reform, police hiring practices, internal affairs, and police training. He is a graduate of the Police Executive Research Forum's Senior Management Institute for Policing and is a National Institute of Justice, Law Enforcement Advancing Data and Science Scholar. He is an Adjunct Professor at the University of Nevada, Reno, instructs an evidence-based policing course for police leaders at the University of Louisville, Southern Police Institute, and is a veteran of the United States Marine Corps.

EXPERIENCE HIGHLIGHTS:

FORT WORTH, TX: POLICE WORKLOAD AND STAFFING STUDY

- Lead Analyst, Support Bureau's Tactical Command. Assessed current operations, response capabilities, staffing, and resource allocation.

SAN JOSE, CA: POLICE REDISTRICTING STUDY

- Lead Analyst, Special Operations Division. Assessed current operations, response capabilities, staffing, and resource allocation.

VIRGINIA BEACH, VA: STAFFING AND STRUCTURE ASSESSMENT

- Lead Analyst, Special Operations Division. Assessed current operations, response capabilities, staffing, and resource allocation.

RELEVANT CLIENTS:

AZ, Chandler
 AZ, Goodyear
 CA, Federal Reserve
 CA, Richmond
 CA, San Diego Harbor
 CA, San Jose
 CA, Escondido
 CT, Bridgeport
 FL, Miami Beach
 FL, Osceola County
 ID, Boise
 IL, Aurora
 IL, Chicago
 NC, Raleigh
 NY, Syracuse
 OH, Cincinnati
 OK, Broken Arrow
 OR, Bend
 PA, Pittsburgh
 RI, East Greenwich
 TX, Cedar Park
 TX, Fort Worth
 TX, Texas City
 VA, Virginia Beach
 WI, Appleton
 WI, Madison
 WI, Milwaukee

YEARS OF EXPERIENCE:

30

RELEVANT POSITIONS:

Adjunct Professor,
 University of Nevada, Reno
 Police Commander, Reno
 Police Department
 Law Enforcement
 Advancing Data and
 Science Scholar, National
 Institute of Justice

EDUCATION:

MA, University of Colorado
 at Denver
 BS, Portland State
 University



PHILIP BERRY
Manager

BIOGRAPHY:

Philip Berry has over six years of experience with the firm, providing in-depth analysis of relevant topics, as well as providing theoretical background knowledge of criminological principles and spatiotemporal analytics.

Prior to joining Matrix, Philip spent time as a research analyst with the Virginia Criminal Sentencing Commission in Richmond, VA. Philip has also spent time at academic institutions as an instructor in the east coast throughout the duration of his graduate-level coursework.

EXPERIENCE HIGHLIGHTS:

FOUNTAIN HILLS, AZ

Led the creation of an interactive model for forecasting the costs of establishing a new police agency, using extensive research on compensation structures, and operating costs to accurately model feasibility.

VIRGINIA CRIMINAL SENTENCING COMMISSION

Led research analyses surrounding the sentencing practices of judges throughout the Commonwealth. Analyses surrounded the effect of changing legislation on prison bed capacity in the state.

CEDAR HILL, TX

Led Matrix project staff regarding patrol resource analysis, internal employee survey methodologies, and external community survey completion.

RELEVANT CLIENTS:

AZ, Fountain Hills
AZ, Goodyear
AZ, Phoenix
CA, Richmond
CA, Signal Hill
CA, San Diego Harbor
FL, Hallandale Beach
ID, Boise
NY, Monroe County
OH, Cincinnati
OK, Ada
PA, Pittsburgh
TX, Cedar Hill
TX, Fort Worth
VA, Virginia Beach
WA, Everett
WA, Ridgefield
WI, Appleton
WI, Madison
WI, Milwaukee

YEARS OF EXPERIENCE:

6

EDUCATION:

BA, Lebanon Valley
College, Sociology
MA, Radford University,
Criminology
ABD, University of South
Carolina, Criminology

PROFESSIONAL ASSOCIATIONS:

International Association
of Crime Analysts
American Society of
Criminology
American Criminal Justice
Society
American Sociological
Association

PROJECT APPROACH

PROJECT UNDERSTANDING

The Town of Brookfield is seeking an independent, data-driven organizational and operational assessment of its Police Department, authorized unanimously by the Town Board on May 19, 2026. The RFP identifies nine areas of inquiry, and the last of them (whether current sworn staffing levels are appropriate for the Town's service demands) is the question the community most wants answered. The other eight are the analytical routes to it.

Staffing adequacy cannot be established in isolation; it is the product of the work the community generates, how officers are scheduled against it, how supervision is distributed, and what the Town is willing to fund. We also understand that authority over these matters is divided: funding rests with the Town Board, appointment and disciplinary authority with the Police and Fire Commission, and operational and budget administration with the Chief under the Town Administrator. Each recommendation will be directed to the body that can act on it.

The Town presents a service demand profile that conventional benchmarks handle poorly.

- Fewer than 7,000 residents live in roughly five square miles alongside a commercial and industrial core, drawing a daytime population of nearly 40,000.
- The compact geography matters as well, given that across five square miles, travel time is rarely the binding constraint on service.

16 sworn personnel providing continuous 24-hour, 365-day coverage operate under constraints larger agencies do not face. At this size, the mathematics of staffing leaves little margin: a single vacancy, extended leave, mandated training, or court appearance can drop a shift to minimum strength, driving overtime and consuming the discretionary capacity described above. We expect the Town's questions about overtime, compensatory time, shift design, and span of control to prove not separate problems but symptoms of one relationship among authorized strength, schedule structure, and minimum staffing commitments, and we will treat them as a single system.

Two features of the Department's environment shape our approach. Because dispatch is provided by the Waukesha County Communications Center, which serves 20 police and 17 fire agencies, the computer-aided dispatch record central to this analysis resides with the County under coding conventions shared across many agencies; we will coordinate extraction directly with WCC and validate call-type and time-stamp definitions before relying on them. And with a single civilian position supporting the Department, sworn personnel are likely absorbing records, front-counter, and administrative work. We will assess whether reassigning any of it returns usable time to patrol at lower cost than adding officers.

The following provides our proposed approach to conduct the study.

TASK 1: INITIATION AND INTERVIEWS

The project team will begin the study by developing an initial understanding of the department through an extensive input phase. The team will meet with internal and external stakeholders using a combination of on-site and virtual interviews that are designed to help us learn about the department, its goals, the unique factors of the service environment, and obtain views on issues relevant to the project. This process includes the following interviews:

- Conduct a kickoff meeting with the project review committee, including a review of project objectives, approach, interim deliverables, and schedule.
- Interviews with Town officials and management team.
- Meet with the chief and command staff of the department, both individually and as a group.
- Conduct one-on-one interviews with department personnel at all levels of the organization – managers, supervisors, and line staff.
- Meet with representatives from labor to better understand issues relevant to specific groups.
- Interview contacts within the department to start the data collection process, as well as other key contacts within the organization.
- Other interviews with key stakeholders as identified throughout this process.

In preparation for the kickoff meeting, the project team will develop a comprehensive list of data needed to conduct the study, as well as a week-by-week schedule for project completion. The initial interviews will also be used to identify key points of contact to collect data and schedule interviews within the department.

TASK RESULT

Extensive input process, with interviews conducted at all levels of the organization. An issues list will be prepared to provide the basis for subsequent analytical steps, and the project work plan and project deliverable schedule will be finalized.



TASK 2: EMPLOYEE SURVEY

Input obtained through interviews will be supplemented through an online anonymous survey of all department employees to give everyone in the organization the opportunity to participate in the study. The survey will cover a wide range of issues relevant to the study, including perceptions of service levels, community support, training availability, staffing, and organizational issues.

The results will be tabulated and analyzed to examine key findings and differences in perception among different groups. For instance, there may be some areas where civilian and sworn opinions differ on internal department issues. Respondents will also be given a chance to provide more open-ended input.

TASK RESULT

An anonymous employee survey will be developed to allow all department employees to provide input on issues relevant to the study. The results will be analyzed and summarized in an interim report.

TASK 3: DESCRIPTIVE PROFILE

The project team will document its initial understanding of the department, its service levels, staffing, and service environment in a comprehensive descriptive profile of the organization. The draft document will provide a foundation for subsequent analysis by ensuring the accuracy of our assumptions and understanding of key details. The profile will also review the functionality of each department area and the key workload and service level drivers of each work unit.

The draft document will be reviewed with the project steering committee, with corrections and revisions being made thereafter. This meeting will also provide an opportunity to discuss initial observations and findings, coordinate any remaining data collection needs, and discuss the next steps in the project.

TASK RESULT

Descriptive profile of the department that details its staffing, workload levels, service goals, and deployment schedules, as well as outlining the organizational and public safety objectives achieved by each unit.

TASK 5: ANALYSIS OF WORKLOAD AND STAFFING

The project team will develop a comprehensive analysis of staffing needs for every function and assignment within the department, including both sworn and civilian employees. Additionally, the analysis will determine strategies to achieve the best use of existing resources.

For each function within the department, the analysis will focus on the ability of staffing levels to achieve targeted service levels and support effective operations management. This includes a review of key workload drivers and processes for administrative and support functions, as well as spans of control.

PATROL WORKLOAD, PROACTIVITY, AND STAFFING

Analysis of community-generated calls for service using computer-aided dispatch data is central to this effort. The project team will determine current service levels through the following:

- Comprehensive analysis of patrol workload using computer-aided dispatch data, including:
 - Calls for service by hour and weekday, month, area, priority, and other levels of analysis.

- Total time spent handling calls by primary and backup units by time and area.
- Factors and assumptions for other workload factors, such as report writing and time spent transporting and booking inmates.
- Variation in patrol workloads by time of day to identify differential staffing needs.
- Measure patrol response time performance by priority level, as well as the percentage of call responses made within certain time thresholds, variations by hour and shift, and other levels of analysis.
- Patrol self-initiated activities and community engagement strategies, including:
 - Self-initiated activities by hour and weekday.
 - Trends in types and frequency of self-initiated activities.
- Determine patrol staffing needs, both overall and at the level of each patrol area and shift, based on workloads and targets for proactivity.
- Analyze patrol supervisory staffing needs based on spans of control and the impact of the administrative workloads handled by sergeants and the ability to be in the field.

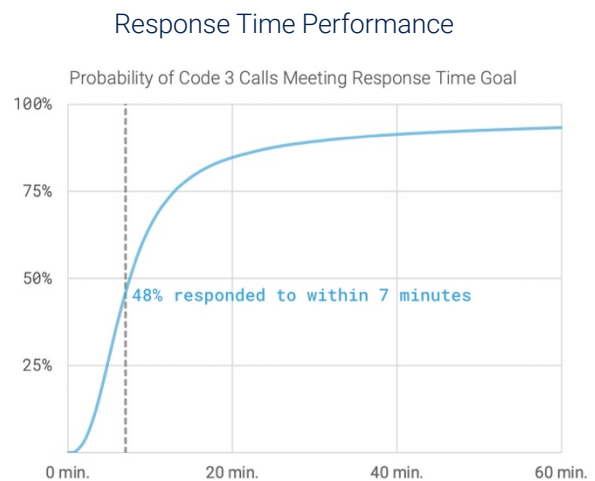
The following provides examples of our approaches to analyzing field workloads and deployment:

ANALYTICS

Examples of our approach to analyzing crime, calls for service, and patrol proactivity (uncommitted) time:

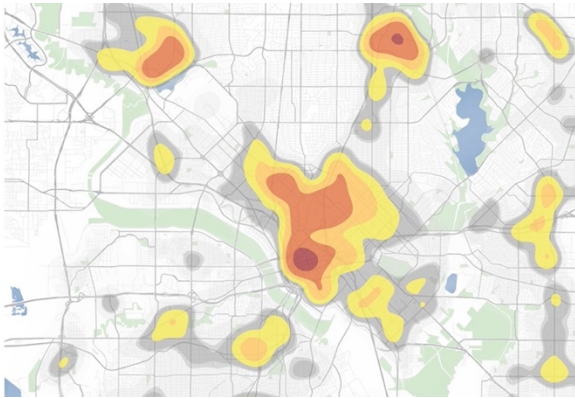
Uncommitted Time by Hour and Weekday

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
2am–6am	43%	56%	61%	61%	60%	57%	47%
6am–10am	44%	34%	34%	33%	34%	34%	40%
10am–2pm	22%	17%	20%	20%	20%	19%	21%
2pm–6pm	32%	27%	29%	29%	28%	27%	31%
6pm–10pm	24%	23%	22%	22%	24%	22%	22%
10pm–2am	21%	34%	36%	37%	34%	30%	20%
Overall	31%	32%	34%	34%	33%	32%	30%

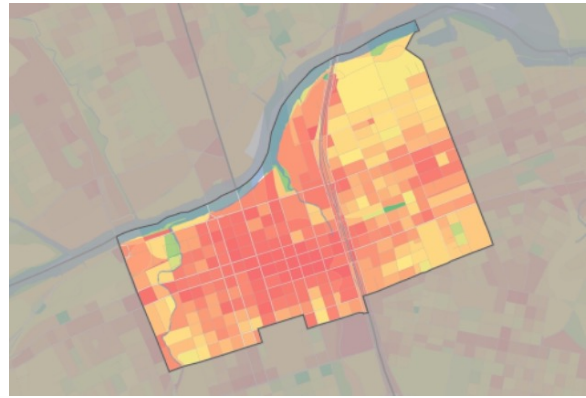


GIS MAPPING

Geospatial analysis used to assess field workloads and provide context to report findings:



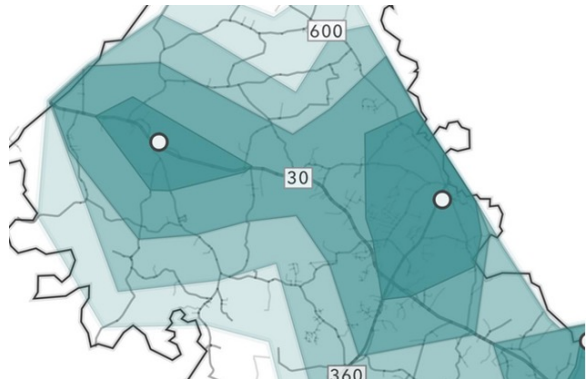
Identification of call for service hotspots



Block-by-block analysis of patrol resource needs



Deployment analytics, including special events



Response time analysis for emergency incidents

INVESTIGATIONS

The analysis of investigations workload and staffing needs incorporates input from the interviews conducted with investigative managers, a comprehensive collection of data to examine caseloads and associated workloads, and a review of participation in specialized regional task forces. Through this process, the project team will develop an analysis of staffing needs for investigative functions, including review of the following:

- Case assignment and screening.
- Management of active versus inactive cases.
- Average workloads per detective in each investigative unit.
- Coordination with patrol and records.
- Average time from the initial report, assignment of the case, and start of work.
- Solvability factors and work priority management.

The interim deliverable of staffing needs will provide preliminary findings on issues associated with staffing throughout the department, as well as the number of staff needed by each function to meet targeted service levels. The draft document will be reviewed with the project steering committee, with revisions made thereafter.

TASK RESULT

Interim report providing a comprehensive analysis of the workload and staffing needs in every function in the department.

TASK 6: SHIFT SCHEDULE OPTIMIZATION AND DEPLOYMENT ALTERNATIVES

The project team will utilize the firm's patrol resource allocation model to determine the most optimal and effective deployment of personnel, including the development of alternative shift configurations. This incorporates:

- **Net availability factors**, including leave, training, FMLA, military, sick, and other categories that result in employees not being on duty on a particular day. This is tied to all staffing calculations and stratified into different functionality categories, such as patrol officers, who have unique factors shaping their availability.



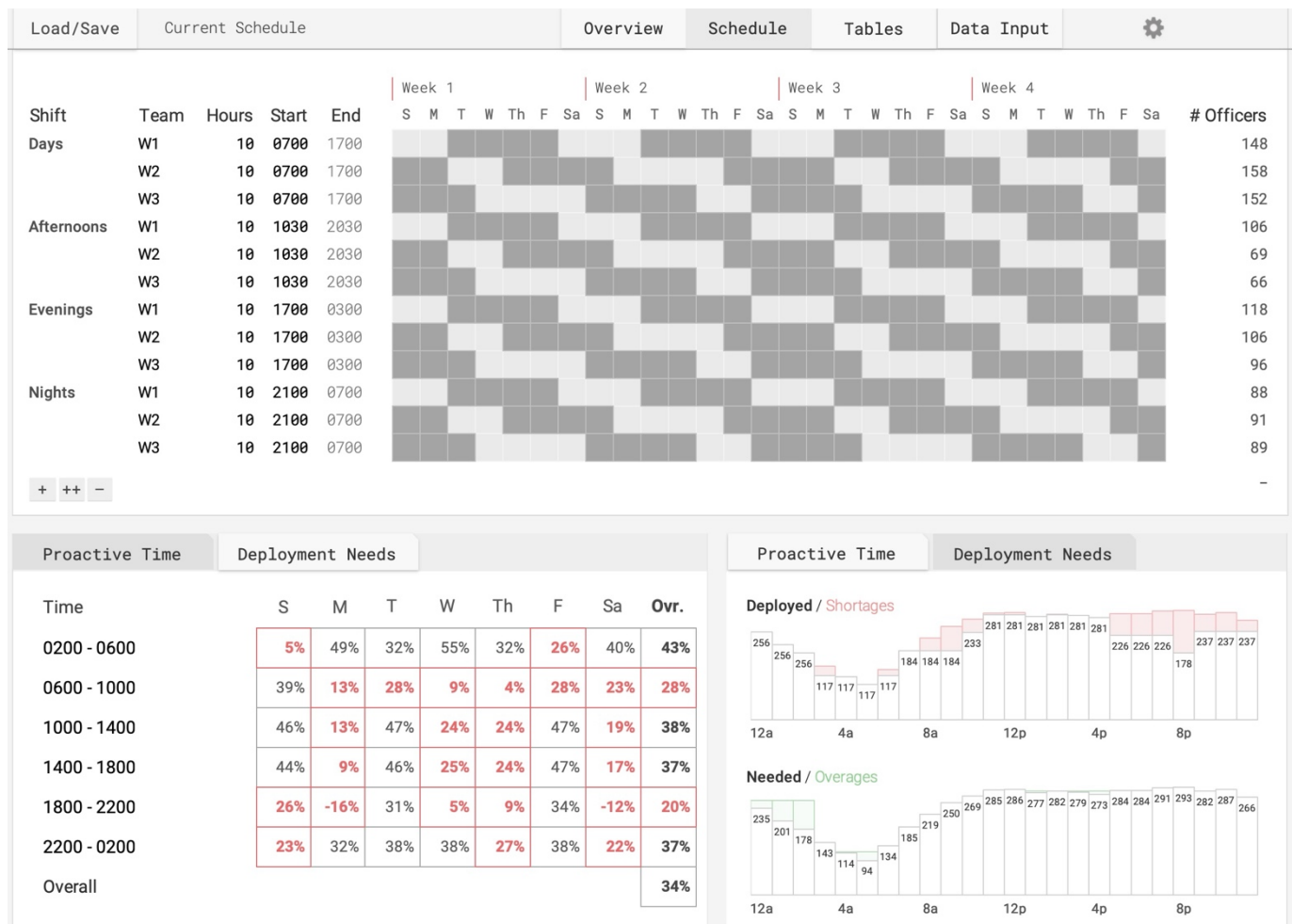
- **Unallocated (proactive) time capabilities:** The schedule must ensure that officers are optimally deployed in relation to times and days when workload is greatest, ensuring that proactive time capabilities are consistently and equitably distributed by shift.
- **Current staffing constraints and future needs:** Shift schedules must incorporate current limitations, while also being flexible to allow for scalability and to reflect the changing service environment, as well as adaptability to future staffing scenarios.
- **Predictive analysis of overtime:** Our interactive scheduling model uses a probability-based algorithm to determine the impacts of a given schedule on overtime usage, based on staffing requirements and net availability factors and modified by variance and distribution of leave usage.
- **Qualitative factors** are also critical to consider in developing new deployment schedules, such as employee quality of life considerations, fatigue, overtime, and other concerns. These issues drive rates of retention and the ability to attract and recruit quality candidates.

The analysis of shift schedules will examine opportunities to optimize the current configuration, as well as the feasibility and effects of implementing alternative schedules, including the allocation of personnel by squad, the types of resources that are deployed, the number of watches, start times, and other factors.

Data analytics will be used to develop alternative resource allocation and scheduling configurations to balance service levels across the Town at all times of the day. This can ensure that officers are less likely to run from call to call, resulting in more time to engage with the community in the areas where it is most needed.

The following page demonstrates the analytics used to balance patrol staffing and service levels using alternative shift configurations:

MATRIX INTERACTIVE SCHEDULING TOOL



This analytical task will result in recommendations to improve resource allocation and scheduling to achieve more equitable service levels, including detailed staffing assignments and scheduling plans.

TASK RESULT

The project team will develop alternative deployment schedules to best maximize the use of existing resources to promote service level goals such as visibility, proactivity, and ability to meet minimum staffing requirements.

TASK 7: ORGANIZATION AND OVERTIME ANALYSIS

Using issues identified throughout the input and analytical phases to this point, the project team will provide an analysis of the department's organizational structure and identify potential efficiencies to be gained from making changes as needed and opportunities to restructure how services are provided.

As part of this effort, reporting relationships and spans of control will be examined. Effective supervision is certainly critical at every level of the organization. Based on the information obtained as part of the interview and data collection process, the project team will outline the span of control targets for each function. Differential targets are important, as spans of control for a proactive field function (e.g., a crime suppression unit) must be significantly tighter than for a function with less need for active supervision and lower risk levels, such as in a large administrative function.

Additionally, this review will also examine overtime and compensatory time usage and organizational controls and other factors driving usage. This analysis will examine key factors, variation across organizational areas using overtime, and how these findings connect to the staffing and deployment analysis.

The assessment will analyze and provide recommendations on the organizational model for police service provision, including organizational complexity (e.g., needs for specialized units) and reporting relationships. The project team will develop a report on this analysis, providing opportunities to realign the organizational structure of the department to improve operational efficiencies.

TASK RESULT

Assessment of the department's organizational structure, reporting relationships, spans of control, and overtime and compensatory time usage by function in order to best meet service delivery needs and improve operational efficiency.

TASK 8: POLICY REVIEW

Led by our subject matter experts with extensive careers in law enforcement, the project team will conduct a comprehensive review of department policies. This analysis, which includes both policy review and policy development, will:

- Begin with interviews of relevant stakeholders to understand background considerations, as well as data collection of policies and other relevant materials.
- Identify policy gaps and recommendations to address needs and/or improve consistency between policy directives.
- Eliminate contradictory and overly redundant policies to ensure validity, improve fairness, and ensure that personnel can clearly understand department policies.
- Ensure compliance and alignment with state statutes.

The draft policy review will be provided as an interim deliverable that includes recommendations and markup of existing policies, which will be reviewed with the project steering committee and revised thereafter as needed.

TASK RESULT

Comprehensive review of department policies to identify gaps and eliminate contradictions and redundancies, as well as to ensure compliance with state statutes.

TASK 9: FINAL REPORT

The draft final report combines each of the analytical steps and interim deliverables into one document, including recommendations for each area covered in the study. It is critical that the recommendations made as part of the study be specific, measurable, prioritized, and associated with a detailed and comprehensive timeline for implementation. It will include the following elements:

- An **executive summary** that summarizes the major findings of the study and provides a list of all recommendations made.
- Comprehensive **analysis of workload, staffing, and deployment** for each department function.
 - Identification of targets and gaps in supervisory spans of control for each function.
 - Providing the department with the tools used by the project team to conduct the analysis so that it may be **replicated in the future**.
 - Shift schedule analysis and design.
- **Organization and overtime analysis**, including spans of control, organizational structure, and overtime usage, controls, and costs.

- A **comprehensive list of recommendations**, including staffing needs for each function within the department. Recommendations will also include any associated costs and prioritization strategies.
- **Strategic roadmap for implementation**, including associated costs for each action item and prioritization strategies under scenarios for budgetary constraints.

The draft final report will be reviewed with the project steering committee and any key stakeholders identified throughout the study. The project team will thereafter be available to make presentations to key stakeholders, including elected officials, as requested.

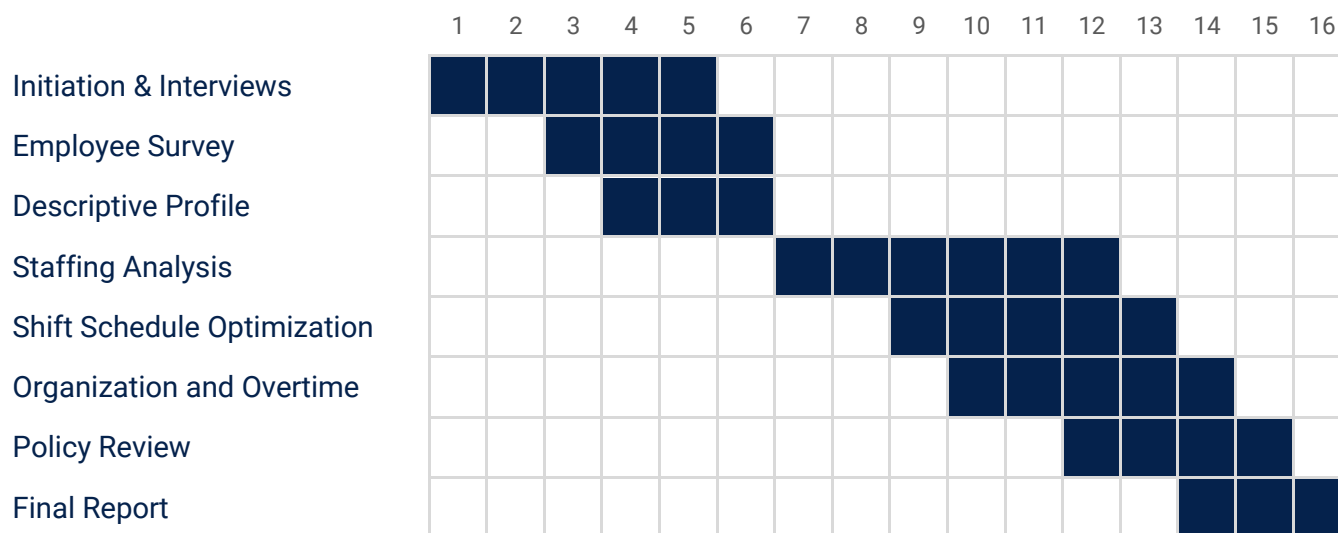
TASK RESULT

The final report will build upon all interim deliverables to provide a comprehensive analysis of the department and plan for implementation. Following a process of review and revisions with the project steering committee, we will be available to present to the department and Town as needed thereafter.

TIMELINE

The following chart presents a week-by-week timeline for the study, beginning with project initiation and covering a period of 16 weeks:

PROJECT TIMELINE



PRICING QUOTE

The cost proposed below is based on our understanding of the Town of Brookfield's objectives and the scope of work described in this proposal. We have priced the engagement at **\$63,500** inclusive of all professional fees and expenses.

	Senior Vice President	Senior Manager	Manager	Cost
Initiation and Interviews	4	8	16	\$5,800
Employee Survey	4	0	20	\$4,700
Descriptive Profile	8	8	16	\$7,000
Staffing Analysis	12	20	56	\$17,900
Shift Schedule Optimization	16	0	8	\$6,200
Organizational Structure	8	12	0	\$5,100
Policy Review	4	8	8	\$4,400
Final Report	16	8	16	\$9,400
Total Hours	72	64	140	
Hourly Rate	\$300	\$225	\$175	
Total Time Cost				\$60,500
Expenses				\$3,000
Total Cost				\$63,500

Matrix Consulting Group views project scoping as a collaborative exercise. Should the Town wish to expand, narrow, or reprioritize any component of the work plan, we welcome that conversation and will work with staff to establish a mutually agreed-upon scope and a firm cost before the contract is finalized.

Police Department Organizational and Operational Assessment

Town of Brookfield, Wisconsin

Submitted By:

McGrath Consulting Group

Ron Moser, Lead Police Consultant and Project Manager

ron@mcgrathconsulting.com

office #815-728-9111

mobile #630-746-2651

August 12, 2026



August 12, 2026

Wendy Mills, Human Resources Director

Town of Brookfield

645 North Janacek Road

Brookfield, WI 53045

Dear Ms. Mills:

Thank you for the opportunity to submit our qualifications to conduct a Police Department Organizational and Operational Assessment for the Town of Brookfield. This proposal outlines our understanding of the project, describes our methodology and process, and provides background on our firm and the consultants assigned to the assessment.

The Town has asked for an independent, data-driven evaluation of whether current sworn staffing is appropriate for actual service demand, and for an objective review of department operations rather than the department's own assessment of its needs. The Town of Brookfield Police Department fields roughly 16 full-time sworn officers and provides service around the clock to a community of about 6,800 residents whose daytime population approaches 40,000. That daytime surge is central to the analysis. In a department of this size, resident-population ratios understate real demand, so the defensible basis for any staffing conclusion is measured workload built from the department's own records.

Why should you choose McGrath Consulting Group for this assessment?

- We do not ask you to adapt to an off-the-shelf assessment. Each organization has unique qualities, culture, and needs.
- Our consultants are highly qualified, nationally respected professionals with experience across municipal and county law enforcement in communities from very rural to large.
- The team chosen for this project has extensive experience working with municipalities and policing in the State of Wisconsin.
- The team pairs seasoned police-operations judgment with a dedicated data and analysis partner that builds staffing conclusions from the department's own calls-for-service and records data, and ties technology to staffing.

We are experienced. After 26 years in business, we have served over 720 clients in 43 states across the arena of public safety and municipal administration.

Detailed information on our firm, consultants, methodology, and the requested elements is presented within this proposal. As you review it, please do not hesitate to ask if you have questions or need additional information. We look forward to the opportunity to work with the Town of Brookfield on this important project.

Ron Moser, Lead Law Enforcement Consultant

630-746-2651

McGrath Consulting Group, Inc.

ron@mcgrathconsulting.com

www.mcgrathconsulting.com

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FIRM PROFILE

Company Name	McGrath Consulting Group
Parent Organization	McGrath Consulting Group, Inc.
Established	May 1, 2000
Years of Service	26
Type of Firm	Private Corporation
Company Mailing Address	P.O. Box 865, Jamestown, TN 38556
Office Locations	Jamestown, TN; Chicago, IL; Chippewa Falls, WI
Website	www.mcgrathconsulting.com
Authorized Representative	Victoria McGrath, Ph.D., Vice President
Email Address	victoriaphd@mcgrathconsulting.com
Phone / Fax	(815) 728-9111 / (815) 331-0215
Insurance	Auto, General Liability, WC., Professional Liability, Cyber Security Liability.

McGrath Consulting Group, Inc. specializes in public-sector consulting, predominantly in law enforcement, fire, emergency medical services, communications, and human resources. The principals have over 50 years of combined public-sector experience. The firm operates two divisions: Public Safety, overseen by Dr. Tim McGrath, and Human Resources, overseen by Dr. Victoria McGrath. In-house human-resources expertise is a benefit in public-safety studies, because the police consultants have direct access to specialists on the laws and best practices that govern public-sector personnel. The consultants assigned to this project have worked with McGrath on numerous law enforcement organizational assessments, studies, and audits.

On this engagement, McGrath is joined by 911nurd LLC, a public safety consulting practice that serves as the data and analysis partner, providing the CAD/RMS data pull, workload analytics, technology-to-staffing evaluation, and data-driven reporting that support the police-operations methodology.

SCOPE OF SERVICES

Collaborating with your staff, we will conduct a professional organizational and operational assessment of the Town of Brookfield Police Department. Working in a participatory environment, our consultants engage directly with Town administration, police command, and identified stakeholders, remain sensitive to the unique qualities of your community, and walk you through the findings and recommendations. The assessment will address:

- Staffing levels and deployment adequacy
- Patrol workload and calls-for-service analysis
- Overtime and compensatory-time usage and cost
- Scheduling and shift design
- Organizational structure and command staffing

- Sergeant and supervisor span-of-control review
- Policies and procedures (overview, with a focus on high-liability policies and procedures)
- Budget and operational efficiency
- Whether current sworn staffing levels are appropriate for the Town's service demands

The staffing question is answered with calls-for-service and workload data, not per-capita ratios. The assessment also evaluates how current and emerging technology affects staffing, since tools that reduce administrative and reporting time can offset workload and change the number of officers a department needs. A draft report will be provided to Town administration; after review, the team will prepare a final report for submission and presentation to the Town Board.

ASSESSMENT STRATEGY AND METHODOLOGY

Our methodology is a systematic, logical series of tasks aimed at thoroughness, consistency, and objectivity. The steps below can be discussed and adjusted to meet the needs of the Town.

1. PROJECT ORIENTATION

The team begins by conferring with your designated staff, reviewing the timeline and deliverables, and confirming expectations from all partners. A list of information, data sets, and documents will be requested before the site visit, and we will work with Town administration and police staff to schedule interviews with personnel and key stakeholders.

2. DATA GATHERING, ASSESSMENT, AND ANALYSIS

Tours and work observations. The team may tour facilities and equipment and observe personnel performing their duties to understand the department's operations, functional relationships, and interactions.

Stakeholder interviews. We conduct individual, in-depth interviews with all available department personnel, both sworn and civilian, and with Town administration, human resources, finance, legal, and other identified stakeholders, to gather the work that never appears as a call for service, including community engagement, administration, and training.

Data analysis. This is the analytical core of the assessment, led by our data and analysis partner. We build the staffing picture from the department's own calls-for-service data, analyzing demand by hour of day, day of week, and season, and separating community-generated work from officer-initiated activity. We measure obligated versus unobligated time so the Town can see how much of each shift is committed to calls and how much remains for proactive work, administration, and training. We determine whether the current sworn complement is appropriate using a recognized, replicable workload-based method built from the department's real leave, training, and schedule data, so the Town can reproduce the result in future years. We compare the current shift plan against the demand curve to identify coverage gaps and evaluate shift-design options suited to a small 24/7 department. We assess how the department's technology affects staffing, where tools such as AI-assisted report writing, online self-service reporting, and body-camera transcription can take administrative and reporting time off the floor. Overtime and compensatory-time usage and cost, led by our human-resources consultant, are related to coverage and minimum-staffing requirements. We assess rank structure, command staffing, and supervisory span of control, review policies and procedures with a focus on high-liability areas, and relate the findings to the department's budget so the Town can weigh operational efficiency alongside service levels.

3. REPORTS AND PRESENTATION

In the concluding stage, we prepare and present progress summaries and identified issues, followed by a draft report that provides a thorough overview of the findings and prioritized, actionable recommendations with an implementation plan. After incorporating your feedback, we deliver the final report, including a determination of whether current sworn staffing is appropriate for service demand with the supporting data, and a presentation of findings to the Town Administration.

ONSITE

The project involves one onsite visit of four to six days, led by Ron Moser with selected team members, including individual interviews with all available department personnel and additional meetings with key personnel identified by the Town. Brian Nelson of 911nurd attends onsite for two of those days to support data gathering, interviews, and observation.

FIRM AND TOWN STAFF TIME

Because we collaborate closely with our clients, support on this project is important but not intrusive. We submit a list of items required for analysis to a single point of contact, request assistance in scheduling interviews and providing contact information, and ask for timely responses to questions from the consulting team.

FIRM CAPACITY AND TIMELINE

The consultants can begin immediately upon contract execution. The firm will discuss the Town's desired completion date and work to a schedule tied to the Board calendar while remaining complete and thorough.

PROJECT MANAGEMENT AND KEY CONSULTANT TEAM

The consultants were selected for this project based on their areas of expertise and related project experience. The police and human-resources consultants have extensive experience working in the State of Wisconsin. We operate under a philosophy of total team involvement and have the flexibility to involve additional consultants as needed. Primary team members are listed below.

Ronald Moser

Lead Police Consultant and Project Manager, McGrath Consulting Group

Mr. Moser heads the police division of McGrath Consulting Group and has served with the firm for over 14 years, managing numerous police organizational studies that include policy and procedure review. He served as an assessor and Team Lead for on-site accreditation assessments for the Commission on Accreditation for Law Enforcement Agencies (CALEA). Prior to joining McGrath, Chief Moser spent 34 years in law enforcement serving six municipalities in three states, including three chief positions, and served as Village Manager of Hanover Park, IL, giving him direct experience with municipal budgets, ordinances, and elected officials. He holds master's degrees in Law Enforcement Administration and Criminal Justice and Corrections.

Erman Blevins

Law Enforcement Consultant, McGrath Consulting Group

Mr. Blevins has over 32 years of law enforcement experience and recently retired as Chief of Police in Wisconsin Rapids, Wisconsin, giving the team direct, current Wisconsin municipal experience, including building a body-worn camera program ahead of the national trend. He previously served a

Chicago-area suburban department from patrol officer to Commander of Investigations, Records, and Administration, with extensive SWAT, budgeting, and administrative experience. He holds a master's in Homeland Security and is a graduate of the Northwestern University School of Police Staff and Command and the FBI National Academy. He is a veteran of the United States military.

Wendy Stelter

Law Enforcement Consultant, McGrath Consulting Group

Ms. Stelter is a retired Chief of Police from the Chippewa Falls Police Department in Chippewa Falls, Wisconsin, with over 32 years of law enforcement experience and a broad range from patrol to administration. She has extensive administrative experience overseeing annual and long-term budgets, personnel matters, and public relations, and is a subject-matter expert in internal investigations, safety assessments, and employment background investigations. She is a graduate of the FBI National Academy and served as an adjunct professor in a police science program.

Brian Nelson

Data and Analysis Lead, 911nurd LLC

Mr. Nelson is the founder and Principal Consultant of 911nurd and serves as principal-in-charge of the data workstream. Before founding the firm he spent more than 25 years as a 911 systems administrator in county metro government, running the CAD, RMS, telephony, radio, and GIS systems public-safety agencies depend on and leading major system migrations and PSAP consolidations. He has managed multi-million-dollar public-safety technology budgets and written and evaluated public-safety RFPs from both sides of the table. He is a U.S. Army veteran. On this engagement he leads the calls-for-service, workload, and staffing analysis, the technology-to-staffing evaluation, the report data sections, and quality assurance, and participates onsite.

Kenyon Langford

Data and Quality Assurance, 911nurd LLC

Mr. Langford is Principal and Operations Lead at 911nurd, a strategic technology executive with more than two decades of leadership in security-sensitive environments, including CIO and VP-level roles. He led the development of 911nurd's nurdhub API tool for data exchange and integration across CAD, RMS, and third-party systems. On this engagement he supports the data pipeline, integration, and quality assurance that keep the analysis accurate and reproducible.

Malayna Halvorson Maes

Human Resources Consultant, McGrath Human Resources

Ms. Halvorson Maes has served as a human-resources professional in the private and public sectors for over 20 years, including as Human Resources Director and senior advisor for a large county in northwestern Wisconsin, giving her direct experience with the challenges facing municipal employers and knowledge of all facets of local government, including law enforcement. She leads the overtime and compensatory-time usage and cost analysis and supports the human-resources and policy review.

McGrath Consulting Group can access approximately 30 principals, consultants, and support staff who may be assigned based on the expertise required. All named consultants are dedicated to the project throughout its duration.

REFERENCES

The following references can be contacted. A complete listing of clients is available at www.mcgrathconsulting.com.

City of Lodi, Wisconsin, Police Department*Police Department Needs Assessment*

Project Manager: Jennifer Sweeney, City Administrator. (608) 592-0716, jsweeney@cityoflodi.us

A comprehensive assessment of operations, including scheduling, staffing, organizational structure, span of control, budget, equipment and fleet, and causes of turnover, with individual interviews of all available department staff.

Webster City, Iowa Police Department*Police Department Audit*

Project Manager: John Harrenstein, City Manager. (515) 832-9193, jharrenstein@webstercity.com

A comprehensive assessment of operations, scheduling, and staffing, including individual interviews with all department staff and five weeks of on-site mentoring of the Acting Chief.

Village of Glen Ellyn, Illinois Police Department*Police Assessment and Staffing Analysis*

Project Manager: Phil Norton, Chief of Police. (630) 469-1187, pnorton@glenellyn.org

A comprehensive assessment of operations, scheduling, and staffing, with interviews of all department staff and 35 community stakeholders. A Chicago suburb in DuPage County.

City of Auburn, Washington Police Department*Police Department Management Assessment*

Project Manager: Candis Martinson, Director of Human Resources and Risk Management. (253) 288-3141, cmartinson@auburn.wa.gov

A comprehensive assessment related to officer turnover, with steps to mitigate turnover and improve retention. A suburb of Seattle.

City of Garden City, Kansas Police Department*Police Organizational Study*

Project Manager: Jennifer Cunningham, former Assistant City Manager. (620) 275-8084

Review and analysis of the functions and workflow of the department, including communication, equipment, leadership, liability, personnel, staffing and scheduling, technology, and training.

PROJECT COSTS

Consultant Fees. The fee below includes all professional consulting fees, travel, and administrative costs.

Police Department Organizational and Operational Assessment, Town of Brookfield: \$42,890

The cost of the assessment will be divided into four payments: 20% (\$8,578) upon completion of a signed contract; 20% (\$8,878) upon the first site visit; 50% (\$21,445) upon submission of the draft report; and 10% (4,289) upon submission of the final report. All invoices are payable within 30 days of receipt. The quoted price is valid for at least 90 days from August 12, 2026.

A FINAL WORD

This proposal outlines our methodology to meet your needs. We will collaborate with you and your staff to conduct an assessment that fits the requirements of the Town of Brookfield. Thank you for the opportunity to be of service. Please contact us with any questions regarding this proposal.

911NURD LLC FIRM PROFILE (SUBCONSULTANT)

Company Name	911nurd LLC
Role on This Engagement	Subconsultant to McGrath Consulting Group (data and analysis partner)
Principal	Brian Nelson, Founder and Principal Consultant
Type of Firm	Limited Liability Company
Established	2023
Office Location	Bettendorf, Iowa (Quad Cities)
Mailing Address	2095 Ashford Road, Bettendorf, IA 52722
Website	911nurd.com
Email	brian.nelson@911nurd.com
Phone	563-484-0511 (office); 563-508-1332 (mobile)
Insurance	Selective Insurance Company of America (policy S 2623733): Commercial General Liability (\$1M occurrence / \$2M aggregate), Business Owners, Automobile (hired and non-owned), Umbrella/Excess (\$1M), and Cyber Liability and Data Breach Response. CFC Underwriting, Lloyd's (policy PSN0140391918): Professional Liability / Errors and Omissions (\$1M) and Cyber Crime (\$1M). Workers' Compensation under a separate policy.

911nurd LLC is a public safety consulting practice serving PSAPs and their police, fire, EMS, and emergency management partners. The firm helps county and municipal governments make defensible operations and technology decisions: staffing and operations studies, calls-for-service and workload analysis, data analysis and forecasting, CAD and RMS work, GIS, independent vendor assessments, and implementation oversight. 911nurd is led by Brian Nelson, who spent more than 25 years as a county metro 911 systems administrator before founding the firm, with specialized work routed to named subject-matter experts in data analysis, CAD, RMS, and GIS.

On the Brookfield assessment, 911nurd serves as a subconsultant to McGrath Consulting Group, acting as the data and analysis partner. 911nurd pulls and validates the CAD/RMS data, runs the calls-for-service and workload analysis behind the staffing conclusion, evaluates how technology affects staffing, and produces the data findings and report sections that are integrated into McGrath's assessment. The 911nurd team on this engagement is Brian Nelson, data and analysis lead, and Kenyon Langford, data and quality assurance, with CAD, RMS, and GIS subject-matter experts available as needed. McGrath Consulting Group is the prime and holds the client contract.



Strand Associates, Inc.®
910 West Wingra Drive
Madison, WI 53715
(P) 608.251.4843
www.strand.com

August 6, 2026

Mr. Tony Skof
Town of Brookfield Sanitary District No. 4
645 North Janacek Road
Brookfield, WI 53045

Re: Well No. 5 and Well No. 6 Rehabilitation 2026
Town of Brookfield Sanitary District No. 4, Brookfield, Wisconsin

Dear Tony,

Proposals for the above-referenced Project were provided on August 5, 2026. Three Proposals were received with the resulting tabulation enclosed. The low Proposal of \$153,744.20 was slightly higher than ENGINEER's opinion of probable construction cost.

CTW Corporation of Eau Claire, Wisconsin, provided the apparent low Proposer at \$153,744.20. The Proposal included a Bid Bond for 5 percent. The Proposal is deemed to be responsive.

Strand Associates, Inc.® has previously worked with CTW Corporation on well rehabilitation projects for the City of Fond du Lac, City of Delevan, and Town of Brookfield, Wisconsin.

If you determine that CTW Corporation is a responsible Proposer after your evaluation of their qualifications and proposal, we recommend proceeding with award and execution of the Proposal.

Sincerely,

STRAND ASSOCIATES, INC.®

Steven B. Kluesner, P.E.

Enclosure

Proposals Received: August 5, 2026
1 P.M.

STRAND ASSOCIATES, INC.®
910 West Wingra Drive
Madison, WI 53715

TOWN OF BROOKFIELD SANITARY DISTRICT NO. 4
BROOKFIELD, WISCONSIN
WELL NO. 5 AND WELL NO. 6 REHABILITATION 2026

PROPOSAL SUMMARY

Bidder and Address	Bid Bond or Guarantee	Addenda Acknowledged	Computed Total Bid
CTW Corporation W2695 Cedar Road Eau Claire, WI 54701	5%	NA	\$153,744.20
Water Well Solutions Wisconsin, LLC N87 W36051 Mapleton Street Oconomowoc, WI 53066	5%	NA	\$166,181.63 *\$167,564.24
Municipal Well & Pump 1212 Storbeck Drive Waupun, WI 53963	5%	NA	\$205,049.40

*CONTRACTOR'S COMPUTED TOTAL

Reviewed by: 

Proposals Received: 1 P.M., August 5, 2026

STRAND ASSOCIATES, INC.®
910 West Wingra Drive
Madison, WI 53715

TOWN OF BROOKFIELD SANITARY DISTRICT NO. 4
BROOKFIELD, WISCONSIN
WELL NO. 5 AND WELL NO. 6 REHABILITATION 2026

PROPOSAL TABULATION BREAKDOWN

				CTW Corporation W2695 Cedar Road Eau Claire, WI 54701		Water Well Solutions Wisconsin, LLC N87 W36051 Mapleton Street Oconomowoc, WI 53066		Municipal Well & Pump 1212 Storbeck Drive Waupun, WI 53963	
No.	Description	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Well No. 5 Rehabilitation									
1.	Move In and Out	1	LS	\$ 6,370.00	\$ 6,370.00	\$ 2,088.00	\$ 2,088.00	\$ 5,790.00	\$ 5,790.00
2.	Remove Existing Well Pump and Accessories	1	LS	\$ 2,050.00	\$ 2,050.00	\$ 1,044.00	\$ 1,044.00	\$ 1,420.00	\$ 1,420.00
3.	Furnish, Install, and Remove Mechanical Brushing Equipment	1	LS	\$ 250.00	\$ 250.00	\$ 1,044.00	\$ 1,044.00	\$ 350.00	\$ 350.00
4.	Perform Wire Brushing	6	HR	\$ 180.00	\$ 1,080.00	\$ 426.00	\$ 2,556.00	\$ 353.30	\$ 2,119.80
5.	Furnish, Install, and Remove Chemical Treatment and Surging Equipment	1	LS	\$ 3,530.00	\$ 3,530.00	\$ 6,534.00	\$ 6,534.00	\$ 2,450.00	\$ 2,450.00
6.	Liquid Acid Mixture	5,000	GAL	\$ 3.40	\$ 17,000.00	\$ 2.42	\$ 12,100.00	\$ 3.50	\$ 17,500.00
7.	Operate Chemical Treatment and Surging Equipment	15	HRS	\$ 230.00	\$ 3,450.00	\$ 411.33	\$ 6,169.95	\$ 354.00	\$ 5,310.00
							*\$6,170.00		
8.	Liquid Chlorine Mixture	4,000	GAL	\$ 0.04	\$ 160.00	\$ 0.01	\$ 56.00	\$ 0.20	\$ 800.00
9.	Furnish Test Pump and Auxilliary Equipment	1	LS	\$ 1,200.00	\$ 1,200.00	\$ 1,044.00	\$ 1,044.00	\$ 780.00	\$ 780.00
10.	Install and Remove Test Pump and Auxilliary Equipment	1	LS	\$ 3,730.00	\$ 3,730.00	\$ 4,644.00	\$ 4,644.00	\$ 3,540.00	\$ 3,540.00
11.	Operating Test Pump	12	HR	\$ 110.00	\$ 1,320.00	\$ 149.00	\$ 1,788.00	\$ 354.20	\$ 4,250.40
12.	Bailing or Cleaning	4	HR	\$ 170.00	\$ 680.00	\$ 486.00	\$ 1,944.00	\$ 355.00	\$ 1,420.00
13.	Video Survey	2	LS	\$ 1,380.00	\$ 2,760.00	\$ 600.00	\$ 1,200.00	\$ 795.00	\$ 1,590.00
14.	Furnish New Pump Bowls	1	LS	\$ 7,930.00	\$ 7,930.00	\$ 12,206.62	\$ 12,206.62	\$ 8,270.00	\$ 8,270.00
15.	Furnish New Column Piping	70	LF	\$ 90.10	\$ 6,307.00	\$ 165.70	\$ 11,599.00	\$ 106.10	\$ 7,427.00
							*\$11,599.08		
16.	Furnish New Line Shaft and Sleeves	70	LF	\$ 31.80	\$ 2,226.00	\$ 41.78	\$ 2,924.60	\$ 41.10	\$ 2,877.00
							*\$2,924.31		

				CTW Corporation W2695 Cedar Road Eau Claire, WI 54701		Water Well Solutions Wisconsin, LLC N87 W36051 Mapleton Street Oconomowoc, WI 53066		Municipal Well & Pump 1212 Storbeck Drive Waupun, WI 53963	
No.	Description	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
17.	Furnish New Suction Pipe and Strainer	1	LS	\$ 470.00	\$ 470.00	\$ 1,963.08	\$ 1,963.08	\$ 960.00	\$ 960.00
18.	Reinstall and Start-Up New Well Pump and Accessories, INCL Rebuilding Stuffing Box and Replacing Rubber Bearings, Final Chlorination, Pumping to Waste, Step Draw-Down Test W/ Permanent Equipment, and Bacteriological Testing	1	LS	\$ 2,400.00	\$ 2,400.00	\$ 8,674.00	\$ 8,674.00	\$ 4,910.00	\$ 4,910.00
19.	Remove Motor, Ship to Manufacturer, and Inspection Report	1	LS	\$ 770.00	\$ 770.00	\$ 522.00	\$ 522.00	\$ 350.00	\$ 350.00
20.	General Maintenance on Existing Motor Allowance	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
21.	VFD Replacement and Electrical Work	1	LS	\$ 26,470.00	\$ 26,470.00	\$ 14,659.00	\$ 14,659.00	\$ 43,990.00	\$ 43,990.00
Well No. 6 Rehabilitation									
22.	Move In and Out	1	LS	\$ 2,430.00	\$ 2,430.00	\$ 2,088.00	\$ 710.00	\$ 5,790.00	\$ 5,790.00
23.	Remove Existing Well Pump and Accessories	1	LS	\$ 1,700.00	\$ 1,700.00	\$ 1,044.00	\$ 1,044.00	\$ 710.00	\$ 710.00
24.	Furnish, Install, and Remove Mechanical Brushing Equipment	1	LS	\$ 250.00	\$ 250.00	\$ 1,044.00	\$ 1,044.00	\$ 350.00	\$ 350.00
25.	Perform Wire Brushing	6	HR	\$ 180.00	\$ 1,080.00	\$ 450.00	\$ 2,700.00	\$ 353.30	\$ 2,119.80
26.	Furnish, Install, and Remove Chemical Treatment and Surging Equipment	1	LS	\$ 2,430.00	\$ 2,430.00	\$ 6,678.00	\$ 6,678.00	\$ 1,530.00	\$ 1,530.00
27.	Liquid Acid Mixture	1,250	GAL	\$ 3.40	\$ 4,250.00	\$ 3.00	\$ 3,750.00	\$ 3.70	\$ 4,625.00
							*\$3,755.00		
28.	Operate Chemical Treatment and Surging Equipment	15	HRS	\$ 150.00	\$ 2,250.00	\$ 424.67	\$ 6,370.05	\$ 354.00	\$ 5,310.00
							*\$6,370.00		
29.	Liquid Chlorine Mixture	900	GAL	\$ 0.08	\$ 72.00	\$ 0.02	\$ 16.00	\$ 0.30	\$ 270.00
30.	Furnish Test Pump and Auxilliary Equipment	1	LS	\$ 1,320.00	\$ 1,320.00	\$ 1,044.00	\$ 1,044.00	\$ 780.00	\$ 780.00
31.	Install and Remove Test Pump and Auxilliary Equipment	1	LS	\$ 3,090.00	\$ 3,090.00	\$ 4,500.00	\$ 4,500.00	\$ 2,120.00	\$ 2,120.00
32.	Operating Test Pump	12	HR	\$ 110.00	\$ 1,320.00	\$ 149.00	\$ 1,788.00	\$ 354.20	\$ 4,250.40
33.	Bailing or Cleaning	4	HR	\$ 140.00	\$ 560.00	\$ 522.00	\$ 2,088.00	\$ 355.00	\$ 1,420.00
34.	Video Survey	2	LS	\$ 1,380.00	\$ 2,760.00	\$ 600.00	\$ 1,200.00	\$ 795.00	\$ 1,590.00
35.	Furnish New Pump Bowls	1	LS	\$ 5,140.00	\$ 5,140.00	\$ 5,685.27	\$ 5,685.27	\$ 3,100.00	\$ 3,100.00
36.	Furnish New Column Piping	64	LF	\$ 17.80	\$ 1,139.20	\$ 19.62	\$ 1,255.68	\$ 15.00	\$ 960.00
							*\$1,255.51		

				CTW Corporation W2695 Cedar Road Eau Claire, WI 54701		Water Well Solutions Wisconsin, LLC N87 W36051 Mapleton Street Oconomowoc, WI 53066		Municipal Well & Pump 1212 Storbeck Drive Waupun, WI 53963	
No.	Description	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
37.	Furnish New Submersible Power Cable	1	LS	\$ 130.00	\$ 130.00	\$ 500.00	\$ 500.00	\$ 260.00	\$ 260.00
38.	Furnish New Check Valve in Discharge Column	1	EA	\$ 600.00	\$ 600.00	\$ 792.00	\$ 792.00	\$ 490.00	\$ 490.00
39.	Furnish New Submersible Motor	1	LS	\$ 3,560.00	\$ 3,560.00	\$ 4,021.38	\$ 4,021.38	\$ 2,790.00	\$ 2,790.00
40.	Reinstall and Start-Up New Well Pump and Accessories, INCL Final Chlorination, Pumping to Waste, Step Draw-Down Test W/ Permanent Equipment, and Bacteriological Testing	1	LS	\$ 1,960.00	\$ 1,960.00	\$ 8,266.00	\$ 8,266.00	\$ 1,490.00	\$ 1,490.00
41.	VFD Replacement and Electrical Work	1	LS	\$ 22,550.00	\$ 22,550.00	\$ 12,969.00	\$ 12,969.00	\$ 43,990.00	\$ 43,990.00
ENGINEER'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 41					\$ 153,744.20		\$ 166,181.63		\$ 205,049.40
CONTRACTOR'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 41					\$ 153,744.20		*\$167,564.24		\$ 205,049.40

* CONTRACTOR'S COMPUTED TOTAL

Reviewed by *St K*