



Office of the Town Clerk

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

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MEETING MINUTES

Tuesday, September 1, 2026
7 p.m.

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

Eric Gnant Room
TOB Municipal Building
645 N. Janacek Rd., Brookfield, WI

1. Call to Order & Roll Call.

Chairman Henderson called the meeting to order at 7:00 p.m.

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

A quorum was met (5-0).

Staff Present: Administrator Tom Hagie, Town Attorney Michael Van Klunen, Fire Chief John Schilling, Department of Public Works Superintendent Scott Hartung, 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 with the exception that item 9 immediately follows item 8(e); seconded by Kohlmann.

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

4. Approval of Minutes:

a. August 18, 2026 Public Hearing.

Motion by Stanelle to approve the Public Hearing minutes of August 18, 2026; seconded by Kohlmann.

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

b. August 18, 2026 meeting of the TB, UD1, SD4.

Motion by Stanelle to approve the TB, UD1, SD4 minutes of August 18, 2026 with the addition of Town Planner Rebekah Leto in attendance and the hours of operation for item 6(a)(3) be amended to a.m.; seconded by Kohlmann.

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

5. Citizen Comments: Three-minute limit.

1. Resident John Marose requested a review of the Town's Burning Regulations for consideration of the addition of the month of December for open burning of yard waste.

6. Committee/Commission Reports/Recommendations: None.

7. Old Business: None.

8. New Business:

a. Discussion and possible action regarding the Class "A" Beer and "Class A" Liquor Alcohol Beverage License Application for Capitol Gas & Food Town LLC.

Motion by Kohlmann to approve the Class "A" Beer and "Class A" Liquor Alcohol Beverage License Application for Capitol Gas & Food Town LLC.; seconded by Charlier.

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

- b. Discussion and possible action regarding the Class “A” Beer and “Class A” Liquor Alcohol Beverage License Application for Land & Sea.

Motion by Charlier to approve the Class “A” Beer and “Class A” Liquor Alcohol Beverage License Application for Land & Sea.; seconded by Kohlmann.

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

- c. Discussion and possible action regarding notice of claim and circumstances filed by Patricia Seitz.

Motion by Kohlmann to deny the notice of claim(s) and circumstances filed by Patricia Seitz; seconded by Charlier.

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

- d. Discussion and possible action regarding Invoice Number 2600003476 from the Village of Menomonee Falls for the 2025 Road Program.

Motion by Charlier to approve payment of Invoice Number 2600003476 from the Village of Menomonee Falls for the 2025 Road Program in the amount of \$120,730.70; seconded by Kohlmann.

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

- e. Discussion and possible action regarding Payment Application No. 3 Final from All-Ways Contractors for the Weyer Road Drainage Improvements.

Motion by Charlier to approve Payment Application No. 3 Final from All-Ways Contractors for the Weyer Road Drainage Improvements in the amount of \$47,724.26; seconded by Kohlmann.

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

- f. 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.

Motion by Kohlmann at 7:21 p.m. to 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.; seconded by Charlier.

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

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

Motion by Kohlmann at 7:29 p.m. to reconvene into **OPEN SESSION**, according to Wis. Stat. § 19.85(1)(c), for any necessary action resulting from the Closed Session.; seconded by Charlier.

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

Motion by Chairman Henderson to change the amended contract for all instances of September 1 becoming August 31; seconded by Kohlmann.

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

9. Departments Reports/Recommendations:

- a. Department of Public Works

- 1. Discussion and possible action regarding a proposal by Universal Truck Equipment Inc. preauthorizing the upfitting of the previously approved Western Star Chassis purchase.

Motion by Kohlmann to approve the proposal by Universal Truck Equipment Inc. preauthorizing the upfitting of the previously approved Western Star Chassis purchase in the amount of \$129,886.00; seconded by Paris.

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

10. Approval of Vouchers and Checks.

Motion by Kohlmann to approve vouchers and checks in the amount of \$355,407.69; seconded by Charlier.

Motion prevailed by a voice vote (4-0-1). Paris abstained.

11. Communication and Announcements.

a. Hagie announced utilities installation has begun for the West End Project.

b. Hagie announced the Town Hall campus signage has been installed.

c. Stanelle inquired regarding the west entrance vestibule repair. Hagie replied that it has not been completed, but is scheduled.

d. Stanelle responded to John Marose's inquiry regarding a review of the burning restrictions, suggesting that the matter be brought before the Town Board at a later date for consideration, following review and input from the Fire Chief and Town Administrator.

e. Town Attorney Van Klunen advised the Town Board that an item for a property located on Kossow Road will be placed on the next agenda.

12. Adjourn.

Motion by Kohlmann to adjourn at 7:35 p.m.; seconded by Charlier.

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

Respectfully submitted by,
Emily Howells, Town Clerk