

December 19, 2023 6:30 P.M.  
Town of Brazeau Regular Board Meeting  
Town of Brazeau Hall, 10892 Parkway Road, Pound, WI 54161



**i. Call to Order**

Chairman Wendt called meeting to order at 6:30 p.m.

**ii. Roll Call**

Present: D. Parmentier, J. Fetterly, R. Wendt, C. Kasten, R. Nasgovitz

**iii. Agenda Approval**

Motion by Parmentier/Kasten to approve the agenda. The motion was voted on and carried. 5-0

**iv. Approval of Previous Meetings Proceedings:**

Motion was made by Fetterly/Parmentier to approve the previous meeting minutes with a correction on the regular board meeting minutes by removing the word they under Fire Department Report. The motion was voted on and carried. 5-0

**v. REPORTS**

**1. Financial**

The written financial report was presented by Clerk Kriescher. General Fund balance as of October 31, 2023 the balance forward was \$420,819.73. Donation Fund Savings \$480.92; Fire Department, Ambulance and Dive Account Funds are \$98,340.20, bringing a total town balance to \$406,240.58.

**2. Ambulance**

John Kussow submitted a report that was read by the clerk. The service met on December 3<sup>rd</sup> for their monthly meeting and at that time Dan Phillips was voted in as the new Secretary/Treasurer, he will assume the position as of January 1, 2024. The ambulance service responded to 8 calls for the month of November.

**Fire Department**

John Fetterly presented the fire department report. John stated they had 5 calls since the last meeting. The fire department assisted an ambulance service for 3 of their calls. John also confirmed that the department did not receive the grant for a new truck.

**Dive Team**

Keith Scray presented the dive team report. Keith stated there has been no calls year to date. Keith also stated that training is going good.

**Highway Department**

Pete Schwenke was present to present the highway department report. Pete stated they had been out 3 times so far for snow related events. The department has been cleaning up trees in the right of ways and did some ditch cutting.

**Public Comment**

Clerk Kriescher commented the new website is up and running and the town is now able to accept payments for permits, licenses, and taxes. In last months meeting the clerk said there could be an extra charge for the online payments, but in talking with Packard Websites the fees in the original contract will be honored. The clerk also had a question about a raze order that was in effect for a property on Parkway Rd, the board stated the interested buyer would have to contact Tom Smith. Ryan Wendt also commended the Brazeau ambulance on their fast response time and professionalism on a recent call.

**ACTION ITEMS**

**1. Driveway Permit, if any**

There was a recent driveway permit submitted by Elizabeth Schwalbach and the town board designee approved the permit with a requirement of a 15-inch culvert. Elizabeth felt there was no need for a culvert. The town board discussed and decided to approve this permit with the requirement of a 12-inch culvert. Motion was made by Parmentier/Kasten to approve the driveway permit with the

requirement of a 12-inch culvert and the town would ditch the right of way to the north for the placement of the culvert. Motion was voted on and carried. 5-0

**2. Short term rental ordinance discussion-comments and suggestions from Plan Commission**

Mike Luebke updated the board on the short-term rental comments and suggestions from the public. Mike suggested to create a working group and meet before the next Plan Commission meeting to have a new draft ordinance ready for possibly January or February the latest. Chair Wendt suggested that the town board take this over from the Plan Commission and hold a special meeting in January to go through this ordinance, the board agreed. No motion, just discussion.

**3. Proposed Road Projects for 2024**

Pete Schwenke presented to the board a list of roads that he feels would need to be worked on in the next couple of years. This was just discussion since some of the roads are shared the town would need to contact the other towns to possibly get these roads figured into their budgets in the coming years. No motion needed, just discussion

**4. Closed Session**

Motion was made by Parmentier/Fetterly to enter closed session for the purpose of discussing Employee benefits and wages. Motion was voted on and carried. 5-0 Roll call taken: Kasten, Fetterly, Nasgovitz, Parmentier and Wendt present.

**5. Reconvene Into Open Session**

Motion was made by Parmentier/Nasgovitz to reconvene into open session. Motion was voted on and carried. 5-0

**6. Possible Action**

Motion was made by Nasgovitz/Parmentier to approve the retirement plan of opening a 457 and 401(A) for the towns full time employees to be effective January 1, 2024. Motion was voted on and carried. 5-0

**7. Possible Updates to Employee Handbook**

Motion was made by Kasten/Parmentier to approve the proposed changes to the handbook concerning: payroll, town vehicles, rate of pay, personal days, vacation, jury duty, and retirement. Motion was voted on and carried. 5-0

**8. Proposed Ordinance for Employee Benefits**

Motion was made by Nasgovitz/Fetterly to approve the Ordinance 2.0407 regarding retirement benefits. Motion was voted on and carried. 5-0 Roll call was taken: Kasten, Fetterly, Nasgovitz, Parmentier and Wendt all in agreement.

**9. Butler Road Project**

Motion was made by Fetterly/Kasten to approve the making of a turn around on Butler Rock Road in the amount of \$4,800. Motion was voted on and carried. 5-0

**10. Tire Replacement for Equipment**

Motion was made by Fetterly/Parmentier to approve the quote for tires from NKS Tire and Service Inc. Motion was voted on and carried. 5-0

**11. Approval of Riley Dufeck as full time Fire Department member**

Motion was made by Nasgovitz/Kasten to approve Riley Dufeck as a full-time fire department member. Motion was voted on and carried. 5-0

**12. Oconto County Humane Society contract**

There was some discussion on the proposed contract for the town from the Oconto County Humane Society. No action needed, just discussion.

**13. Possible Update to Driveway permit**

There was some discussion on making changes to the driveway permit concerning asphaltting driveways up to the road. It was also mentioned that there may need to be changes for disciplinary actions if our ordinance is not followed. It was agreed to look at this in a future meeting. No motion needed, just discussion.

Motion was made by Parmentier/Nasgovitz to approve some tree removal by Bucksaw and to try and get it done this year at the 2 locations from the quotes presented. Motion was voted on and carried. 5-0

**14. Approve Election Inspectors for the 2024-2025 term**

Motion was made by Fetterly/Kasten to approve the list of election inspectors presented to them. Motion was voted on and carried. 5-0

**15. LOSA contribution and projected state match**

Motion was made by Kasten/Parmentier to approve the state match of \$479.20 per eligible participant for their LOSA contribution. Motion was voted on and carried. 4-0 with Fetterly abstaining

**16. Budget and Possible Amendment**

Motion was made by Parmentier/Kasten to approve the proposed budget amendment. The amendment would decrease expenditures: 118-51400-Deputy Clerk by \$2300, 122-53315-Hwy Const., local by \$17180, 126-55200-Parks by \$2000, and 130-57230-Ambulance outlay by \$1465. The amendment would increase expenditures: 118-51400-Clerk by \$740, 118-51400-Office by \$415, 118-51400-Elections by \$360, 120-52200-Fire dept. by \$5100, 120-52300-Ambulance by \$6100, 122-53311-Hwy maint., local by \$7200, 122-53635-Solid waste by \$2150 and 134-59900-other fin uses by \$880. Motion was voted on and carried. 5-0 Roll call vote taken with all in agreeance.

**vi. December 2023 Wage and General Vouchers**

Motion was made by Parmentier/Nasgovitz to approve the December 2023 Wage and General Vouchers with the exclusion of check number 34220. Motion was voted on and carried. 5-0

**ix. Set Next Meeting**

Next town board meeting will be held on January 16, 2024 starting at 6:30 p.m.

**vi. Adjournment**

Motion by Fetterly/Parmentier to adjourn. The motion was voted on and carried. 5-0 Meeting adjourned at 8:49 P.M.

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*Brooke Kriescher*, Town Clerk/Treasurer