

TOWN OF BRUSSELS

County of Door

Town Board Meeting

December 10, 2025 - 6:30 pm
Brussels Community Center,
1366 Junction Road, Brussels, WI 54204

1. **Agenda**
2. Call to order
3. Pledge of Allegiance
4. Approval of Agenda
5. Approve Clerk Minutes of the November 12, 2025 Meeting and Budget Hearing
6. Treasurer's report
 - a. Financials
 - b. Tax Statements
7. Public Comments (limit 5 minutes per person)
 - a. Supervisor Response
 - b. Tim Jeanquart
8. Licenses
 - a. None
9. Building/Zoning
 - a. No Permits issued for November
 - b. Proposed Fee Schedules for 2026
 - c. Proposed Ordinance for Permit Fee and Application for Food Trucks
 - d. Baylake Regional Planning/update on timeline
10. Town Roads
 - a. Local Road Improvement Program/Update
 - b. Repairs needed
11. Community Center
 - a. Building & Grounds
 - i. Pick out flooring
 - b. Internet/Phone Line updates
12. Town Park
 - a. Bathroom update
 - b. Matt Phillips contract for snowplowing
13. Appoint election inspectors for 2026-2027 Term
 - a. See List
14. Transition to .Gov email
15. Clerk's correspondence – for information only
 - a. Door County Unit Meetings
 - i. Brussels = November 12, 2026 6pm
16. Payment of bills, monthly salaries & administrative expenses
17. January Agenda Items
18. Next Meeting Date:
19. Regular Monthly Meeting – January 14, 2026, 6:30 pm
20. Adjourn

Posted 12/8/25: Town Hall, Website: townofbrussels.com

Discussion and action may occur on any agenda item unless otherwise noted. Deviation from order may occur. Any person wishing to attend this meeting who, because of disability, requires special accommodations, should contact the clerk at clerk.townofbrussels@gmail.com prior to the meeting.

Town of Brussels Board Meeting Minutes

Wednesday, November 12, 2025 – 6:30 PM

Brussels Community Center

Present:

Chair Joe Wautier; Supervisors Mark Marchant, Austin Vandertie; Treasurer Penny Wautier; Clerk Sherri Dantoin

Call to Order / Pledge

Meeting called to order at **6:31 PM** by Chairman Wautier. Pledge of Allegiance followed.

Motions

- **Agenda Approval:** Motion Marchant/Vandertie – *carried unanimously*
- **Resolution 02-2025 – Levy Limit Adjustment:** Authorizing an adjustment for increased B.U.G. Fire District charges for 2026. Motion Marchant/Vandertie – *carried unanimously*
- **October Minutes Approval:** Motion Vandertie/Marchant – *carried unanimously*

Meeting recessed at 6:35 PM for the 2026 Budget Hearing & Special Town Meeting of Electors; reconvened at 6:41 PM.

Treasurer's Report

- Full ARIP reimbursement was received in error on Nov. 7; Town must repay its 10% share (\$26,760).
- With the reimbursement now received, cash flow is stable for the year.

Motion to accept report: Marchant/Vandertie – *carried unanimously*

Public Comments: None

Assessor Report / 2026 Contract

- Gary Maccoux presented his 2026 maintenance contract (\$10,000).
- Board thanked Gary for his continued service.
- Current assessment level is 102.5%, acceptable for now.
- Gary noted recent sales indicate the Town may still be undervalued by approx. \$60K.
- Board will revisit potential market adjustment during 2026 in preparation for 2027.

Motion to approve contract: Marchant/Vandertie – *carried unanimously*

2026 Budget Adoption

- 2026 Budget approved as presented.
Motion Marchant/Vandertie – carried unanimously

Tax Insert

- Reviewed; and BUG requested inclusion of their statement; Treasurer will coordinate printing and mailing.

Licenses & Permits

- **Licenses:** None
- **Driveway/Building Permits:** October permit report shared.

Zoning & Planning

Food Trucks

- Convention legal guidance indicates restrictions may only be based on health or safety.
- Permit fee being considered due to tax advantage considerations; \$200 annual fee discussed.
- Clerk will draft ordinance for December meeting.

Board of Appeals – Grant Variance

- Oct. 27 hearing: variance denied 5–0; shipping container will need to be removed.
- Per request of Board, Clerk will ask zoning administrator to contact owners of additional containers that were verified to be added post-2023, without approval.

Comprehensive Plan – Bay-Lake Regional

- Contract for services approved. Planning Commission will head this project,
- Clerk will work with Brandon and Mark on project timeline.

Motion Marchant/Vandertie – carried unanimously

Road Work Updates

ARIP Grant – Brussels Road

- Project total: **\$1.4M**; Town share of **\$145K**, split between Brussels and Union (**\$72K each**), plus Engineering fee approx. **\$18K**, required upfront
- Resolution and joint Letter of Support approved; to be submitted to County for Grant application.

Motion Vandertie/Marchant – carried unanimously

Intergovernmental Agreement

- Tasks checklist reviewed; all items signed off except striping.
Motion Marchant/Vandertie – carried unanimously

Road Repairs

- Joe shared needed road and sign repairs. Some to be added to 2026 priorities; others referred to County.
- Joe attending TRIP meeting Friday to discuss potential County support.

- County is still in process of installing new property address signs.

Community Center

- **Building & Grounds:** Mark to work with Josh Massart on flooring samples and updated quotes; will plan timeline with Treasurer, following the new year.
- **Internet/Phone:**
 - EMS communications to be moved to internet through DoorSecurity (Joe).
 - After transition, landline will be cancelled (Sherri).
 - Clerk to contact T-Mobile regarding simplified guest Wi-Fi password.

Town Park

- **Bathroom Project:**
 - Bill received for **\$72,000** for work to date; project completion expected in December; Approx. **\$90K** remains to be billed.
 - Total project cost **\$187K**: Town share **\$47K**, outside funding **\$140K**.
 - Lions have requested additional work for the concession stand as an add-on to the bathroom project; Town will be billed and Lions will reimburse for this additional scope of work.
- **Park Maintenance:**
 - Gerald Rouer will continue mowing for 2026.

.Gov Email & Website Transition

- Grant up to **\$600** to support transition; must be completed by **Dec. 10, 2025**.
- Clerk working with IT support (Chad) to make this transition in line with grant funding.
Motion Vandertie/Marchant – carried unanimously

Clerk's Info (FYI Only)

- Letter received from Land & Water Conservation Fund requiring signage at park entrance. Penny will coordinate with Lions for inclusion in new entrance sign.

Financials

- Expenses presented totaling **\$282,227.19**, plus the added **\$72K** to Portside for for immediate payment.

Motion to approve bills, salaries, and expenses: Marchant/Vandertie – *carried unanimously*

Next Meeting

Wednesday, December 10, 2025 – 6:30 PM

Adjournment

Motion to adjourn: Vandertie/Marchant – *carried unanimously* at **7:52 PM**.

Town of Brussels

2026 Budget Hearing Minutes

Wednesday, November 12, 2025 – 6:35 PM

Brussels Community Center

Call to Order

Hearing called to order at **6:35 PM** by Chairman Wautier.

Establish Quorum / Members Present

Quorum established with Chairman Wautier, Supervisors Marchant and Vandertie, Treasurer Penny Wautier, Clerk Sherri Dantoin present, and Assessor Gary Maccoux attending as the only member of the public.

Meeting Notice

The meeting notice was confirmed as properly posted in accordance with Wisconsin Open Meetings Law.

Motion to approve: Marchant/Vandertie – carried unanimously.

2026 Budget Presentation (High-Level Summary)

Clerk/Treasurer presented a brief overview of the proposed **balanced 2026 budget**. Key highlights included:

- Budget maintains essential services and responds to increasing infrastructure needs.
- Revenue growth is primarily due to higher shared revenues and the addition of BUG Fire Protection to the levy.
- Public Works shows the largest expenditure increase; General Government decreases following completion of the 2025 reassessment.
- Several line items were reorganized to better align with municipal accounting standards.

Public Hearing and Comment

Chair Joe Wautier opened the Public Hearing.

No public comments were offered.

Chair Wautier declared the Public Hearing complete.

Adjournment

Hearing adjourned at **6:41 PM**.

Motion to approve adjournment: Marchant/Vandertie – carried unanimously.

FEE SCHEDULE Town of Brussels

A. RESIDENTIAL - 1&2 FAMILY

1) New 1&2 Family Dwellings

**Fees include building, electric, plumbing, HVAC, & erosion control.*

**Based on sq.ft. of living area, full basement, deck/porch, & attached garage*

0 - 999 sq ft	\$750.00
1000 - 1499 sq ft	\$850.00
1500 - 1999 sq ft	\$1,000.00
2000 - 2499 sq ft	\$1,100.00
2500 - 3000 sq ft	\$1,150.00
Over 3000 sq ft	\$1,150.00 + \$.15 per sq.ft. over 3000

a) State Seal (required for all new 1&2 family dwellings)

\$40.00

Modular Dwellings

\$500.00 + any additions per Sec.#2

2) Additions/ Remodels/ Alterations/ Decks

a) Building

\$.12 per sq. ft. (all areas)
\$75.00 minimum

b) Electric, Plumbing, & HVAC

0 - 500 sq ft	\$50.00 (each)
501 - 1000 sq ft	\$60.00 (each)
1001 - 1300 sq ft	\$75.00 (each)
1301 - 2000 sq ft	\$100.00 (each)
2001 - 2500 sq ft	\$125.00 (each)
Over 2500 sq ft	\$.05 per sq.ft. (each)

c) Erosion Control (additions only, below grade over 400sq ft)

\$40.00

3) Electric Service (new or rewire)

\$75.00

**also applies to generator transfer switches & solar panel interconnections*

4) Manufactured Homes (HUD homes, house trailers, mobile homes)

\$300.00

**Fee includes slab, electric service, & occupancy*

5) Temporary Occupancy

\$50.00

6) Early Start (footings & foundation only)

\$50.00

B. ACCESSORY STRUCTURES (Detached garages, storage buildings, sheds, etc.)

a) Building

\$.12 per sq.ft.
\$50.00 minimum

b) Electric, Plumbing, & HVAC

\$.05 per sq.ft. (each)
\$40.00 minimum (each)

C. COMMERCIAL**1) New buildings, additions, alterations, remodels**

- | | |
|---|---------------------------------------|
| a) Building | \$0.14 per sq.ft.
\$100.00 minimum |
| b) Electric, Plumbing, & HVAC | |
| 0 - 600 sq ft | \$60.00 (each) |
| 601 - 1250 sq ft | \$75.00 (each) |
| 1251 - 1700 sq ft | \$100.00 (each) |
| 1701 - 2100 sq ft | \$125.00 (each) |
| 2101 - 2500 sq ft | \$150.00 (each) |
| Over 2500 sq ft | \$0.06 per sq.ft. (each) |
| c) Storage buildings, warehouses, detached garage | \$0.12 per sq.ft. |

2) Plan Review

Per Table SBD-118

3) Electric Service

\$100.00

4) Temporary Occupancy, Change of Use, Occupancy

\$50.00

5) Early Start

\$100.00

6) Erosion Control

\$75.00

D. MISCELLANEOUS

- | | |
|---|---|
| a) Double fees are due if work is started before permit is issued | |
| b) Re-inspection fee | \$60.00 |
| c) Failure to call for inspection | \$60.00 per inspection missed |
| d) Extension to permit (permits are valid for 24 months) | 25% of original fee, or minimum fees per section A. 2 |

(Current)

Effective May 7, 2024

FEE SCHEDULE
Town of Brussels

A. RESIDENTIAL - 1&2 FAMILY

1) New 1&2 Family Dwellings

**Fees include building, electric, plumbing, HVAC, & erosion control.*

**Based on sq.ft. of living area, full basement, deck/porch, & attached garage*

0 - 1499 sq ft	\$750.00
1500 - 1999 sq ft	\$850.00
2000 - 2499 sq ft	\$950.00
2500 - 3000 sq ft	\$1,000.00
Over 3000 sq ft	\$1,000.00 + \$.10 per sq.ft. over 3000

a) State Seal (required for all new 1&2 family dwellings) \$35.00

Modular Dwellings \$500.00 + any additions per Sec.#2

2) Additions/ Remodels/ Alterations

a) Building \$.11 per sq. ft. (all areas)
\$75.00 minimum

b) Electric, Plumbing, & HVAC

0 - 500 sq ft	\$50.00 (each)
501 - 1000 sq ft	\$60.00 (each)
1001 - 1300 sq ft	\$75.00 (each)
1301 - 2000 sq ft	\$100.00 (each)
2001 - 2500 sq ft	\$125.00 (each)
Over 2500 sq ft	\$.05 per sq.ft. (each)

c) Erosion Control (additions only, below grade over 400sq ft) \$40.00

3) Electric Service \$75.00

4) Manufactured Homes (HUD homes, house trailers, mobile homes) \$200.00
**Fee includes slab, electric service, & occupancy*

5) Temporary Occupancy \$50.00

6) Early Start (footings & foundation only) \$50.00

B. ACCESSORY STRUCTURES (Detached garages, storage buildings, & decks)

a) Building \$.10 per sq.ft.
\$50.00 minimum

b) Electric, Plumbing, & HVAC \$.05 per sq.ft. (each)
\$40.00 minimum (each)

C. COMMERCIAL**1) New buildings, additions, alterations, remodels****a) Building**

\$.12 per sq.ft.

\$75.00 minimum

b) Electric, Plumbing, & HVAC

0 - 600 sq ft

\$60.00 (each)

601 - 1250 sq ft

\$75.00 (each)

1251 - 1700 sq ft

\$100.00 (each)

1701 - 2100 sq ft

\$125.00 (each)

2101 - 2500 sq ft

\$150.00 (each)

Over 2500 sq ft

\$.06 per sq.ft. (each)

c) Storage buildings, warehouses, detached garage

\$.10 per sq.ft.

2) Plan Review

Per Table SBD-118

3) Electric Service

\$75.00

4) Temporary Occupancy, Change of Use, Occupancy

\$50.00

5) Early Start

\$100.00

6) Erosion Control

\$75.00

D. MISCELLANEOUS**a) Double fees are due if work is started before permit is issued****b) Re-inspection fee**

\$40.00

c) Failure to call for inspection

\$40.00

d) Extension to permit (permits are valid for 24 months)

25% of original fee

TOWN OF BRUSSELS FEE SCHEDULE
ZONING FEES & TOWN FEES
Effective January 1, 2026

Zoning Fees	Fee Total
Residential 1&2 Family Homes	
New Dwelling	\$250.00
Additions & Accessory Buildings - Greater than 500sqft	\$170.00
Additions & Accessory Buildings - Less than 500sqft	\$100.00
 Agricultural Buildings	 \$100.00
 Commercial Buildings	
New Structures, Additions/Alterations	\$350.00
Change of use/ Occupancy Approval	\$75.00
 Sign Permit Fees	 \$75.00
 Other Zoning Fees	
Conditional Use Permit	\$300.00
Map or Text Amendment	\$300.00
Amended Application	\$200.00
Appeals	\$300.00
Variances	\$300.00
Site Plan Review	\$300.00
 Other Permit Fees	
Raze/Demolition	\$40.00
Driveway or New Private Road	\$40.00
Filling/Grading/Land Disturbance	\$40.00
 Administration Fees	
Special Assessment Letters	\$20.00
Copy of Town Records (per page)	\$0.25

(Current)

Town of Brussels
Fee Schedule
Effective 7/15/10

Zoning/Building Permits

	Under 1000 sq. ft.	Over 1000 sq. ft.
New Residences	\$65.00	\$155.00
Residence additions	\$65.00	\$155.00
Accessory Buildings	\$35.00	\$125.00
Accessory additions	\$35.00	\$125.00
Commercial buildings Over 2500 sq. ft.	\$100.00 Add \$.10 per sq. ft.	\$300.00
Commercial additions Over 2500 sq. ft.	\$100.00 Add \$.10 per sq. ft.	\$300.00
Land disturbance/ponds	\$35.00	
Sign permits		
Temporary	\$10.00	
Permanent	\$40.00	
Conditional Use Permit	\$300.00	
Map or Text Amendment	\$300.00	
Amended Application	\$200.00	
Appeals/Variances	\$300.00	
Site Plan Review	\$300.00	
Special Assessment Letters	\$15.00	
Copy of town records	\$.25 per page	

TOWN OF BRUSSELS, DOOR COUNTY, WISCONSIN

ORDINANCE NO. 39-2025

AN ORDINANCE REGULATING FOOD TRUCKS AND MOBILE FOOD VENDORS IN THE TOWN OF BRUSSELS

SECTION 1 – PURPOSE

The purpose of this ordinance is to regulate the operation of food trucks and mobile food vendors in the Town of Brussels to protect public health, safety, and welfare, ensure orderly operations, and provide a mechanism for annual permitting.

SECTION 2 – DEFINITIONS

Food Truck / Mobile Food Vendor:

A vehicle, trailer, or cart from which food or beverages are sold to the public, either for immediate consumption or takeaway.

SECTION 3 – PERMIT REQUIREMENT

1. No person may operate a food truck or mobile food vendor in the Town of Brussels without first obtaining an **annual permit** issued by the Town.
2. The permit is valid for the calendar year and expires **December 31, 2026, and annually thereafter.**
3. The permit fee shall be as posted on the Town's **Fee Schedule**, available on the Town website.

SECTION 4 – APPLICATION AND PERMIT REQUIREMENTS

To obtain a permit, applicants must submit:

1. A completed application form provided by the Town, including:
 - Applicant name, business name, contact information, and Wisconsin seller's permit number (if applicable).
 - Vehicle information: make, model, license plate, VIN.
 - Proposed vending location(s) with site permission from property owners (if applicable).
 - Type of food or beverages to be sold.
 - Hours of operation (limited to 8:00 a.m. – 10:00 p.m.).
2. Proof of current **liability insurance** providing at least \$1,000,000 per occurrence.
3. Copy of Door County **Public Health license** or certification.

4. Acknowledgement of compliance with operational rules:
 - No amplified sound.
 - No additional signage beyond what is on the vehicle.
 - Not allowed to operate in the Town Park when events are occurring that utilize the fields for parking, due to public safety concerns.
5. Provide the Town at least **10 days' prior notice** before beginning operations at a new location.

SECTION 5 – OPERATIONAL RULES

1. Food trucks may operate **only at approved locations**.
2. Hours of operation shall be **8:00 a.m. – 10:00 p.m.**
3. Amplified sound and additional signage beyond the vehicle are prohibited.
4. Vehicles must comply with all applicable state and local **health and safety regulations**.

SECTION 6 – ENFORCEMENT AND ACCOUNTABILITY

1. The Town Clerk or their designee shall monitor compliance with this ordinance.
2. Permits may be **suspended, revoked, or denied renewal** for violations, including:
 - Operating without a valid permit.
 - Violating operational hours, noise, or signage rules.
 - Failing to maintain required insurance or health certifications.
3. Violators may also be subject to **penalties under state law and Town ordinances**.

SECTION 7 – SEVERABILITY

If any provision of this ordinance is held invalid, the remainder of the ordinance shall remain in full force and effect.

SECTION 8 – EFFECTIVE DATE

This ordinance shall take effect on **January 1, 2026**, and shall apply to all food trucks and mobile food vendors operating within the Town of Brussels after that date.

Adopted this ____ day of _____, 2025

TOWN OF BRUSSELS

By: _____

Chairperson

Attest: _____

Town Clerk

TOWN OF BRUSSELS, DOOR COUNTY, WI

FOOD TRUCK / MOBILE FOOD VENDOR ANNUAL PERMIT APPLICATION

Permit Year: 2026

SECTION 1 – APPLICANT INFORMATION

Name of Owner / Operator: _____

Business Name (if different): _____

Mailing Address: _____

Phone: _____ **Email:** _____

Wisconsin Seller's Permit Number (if applicable): _____

SECTION 2 – VEHICLE INFORMATION

Vehicle Make / Model: _____

License Plate #: _____ **State:** _____

Vehicle Identification Number (VIN): _____

Insurance Provider: _____ **Policy #:** _____

Coverage Amount: Minimum \$1,000,000 per occurrence (attach proof)

SECTION 3 – FOOD SERVICE INFORMATION

Type of Food / Beverages to be Sold: _____

Door County Public Health License / Certification #: _____

(Attach copy)

Proposed Vending Locations:

(Include address, site map, and written permission from property owner if on private property)

1.

2.

3.

Hours of Operation: 8:00 a.m. – 10:00 p.m.

SECTION 4 – ADDITIONAL REQUIREMENTS / ACKNOWLEDGEMENTS

- ☐ I have read and will comply with the Town of Brussels Food Truck Ordinance No. ____-2025
- ☐ Permit is valid only for the vehicle and locations listed and is non-transferable
- ☐ I will maintain all required licenses, insurance, and certifications during the permit period
- ☐ I understand that failure to comply may result in suspension, revocation, or non-renewal of the permit
- ☐ I grant permission for Town officials to inspect my vehicle and vending operations during permitted hours
- ☐ Amplified sound and additional signage beyond the vehicle are prohibited

SECTION 5 – REQUIRED ATTACHMENTS

- ☐ Copy of Door County Public Health License / Certification
- ☐ Proof of Liability Insurance (\$1,000,000 minimum)
- ☐ Vehicle Registration
- ☐ Wisconsin Seller's Permit (if applicable)
- ☐ Site Permission / Map for Vending Location(s)

SECTION 6 – APPLICATION FEE

Fee Amount: \$ _____ (as listed on Town Fee Schedule)

Payment Method: ☐ Check ☐ Cash ☐ Online

SECTION 7 – SIGNATURE

I hereby certify that the information provided in this application is true and accurate to the best of my knowledge.

Signature of Applicant: _____ **Date:** _____

Town Clerk / Official Receipt: _____ **Date:** _____

OFFICE USE ONLY

Permit #: _____

Date Issued: _____

Expiration: December 31, 2026

Approved by Town Clerk / Designee: _____

ELECTION INSPECTORS

2026 – 2027 term

*ALL INSPECTORS ARE UNAFFILIATED.

Chief Inspectors:

Jill Gaertner

Rosie Karas

Penny Wautier

Regular Inspectors:

Sally Baudhuin

Debbie Dahms

Donna Fabry

Susan Johnson

Sue Marchant

Joann Neinas

Bonnie Vogel

Alternate Inspectors:

Laurie Rehman

Dan Weismann

Suzanne Weismann

Tracy DeMeuse