

TOWN OF BRUSSELS

County of Door

Town Board Meeting

January 14, 2026 - 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 December 10, 2025 Meeting
6. Presentation: Amanda Stuck, Door County Trails, Strategic Plan
7. Treasurer's report
 - a. Financials
 - b. Investment
8. Public Comments (limit 5 minutes per person)
 - a. Supervisor Response
9. Licenses
 - a. None?
10. Building/Zoning
 - a. Permits issued for December
 - b. Baylake Regional Planning/Comprehensive Plan
11. Town Roads
 - a. Local Road Improvement Program: Low Road
 - b. Ag Road Improvement Program: Brussels Road
 - c. Repairs needed
12. Community Center
 - a. Flooring
13. Town Park
 - a. Bathrooms
14. Transition to .Gov email
15. Clerk's correspondence – for information only
 - a. 1099's and w2's
 - b. SEP accounts
 - c. County Primary (County Board Supervisor District 17)
16. Payment of bills, monthly salaries & administrative expenses
17. Next Regular Monthly Meeting – February 11, 2026, 6:30 pm
18. February Agenda Items
19. Adjourn

Parking Garage:

- Door County Unit meeting, Nov. 12 2026 6pm – speaker, meal
- (Feb Mtg) Ordinance for Permit Fee and Application for Food Trucks
- Door County Unit Meetings Brussels = November 12, 2026 6pm

Posted 1/11/26: 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, December 10, 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 6:34 PM by Chairman Wautier. Pledge of Allegiance followed.

Motions

- Agenda Approval: **Motion Marchant/Vandertie – carried unanimously**
- November 12, 2025 Minutes & Budget Hearing Minutes Approval: **Motion Vandertie/Marchant – carried unanimously**

Treasurer's Report

Financials reviewed. With ARIP reimbursement received, Town has a strong cash position. Treasurer directed to pursue a 6–8 month investment of \$100,000–\$150,000 with Capital Credit Union or Bank of Luxemburg at the best available rate, considering upcoming roadwork expenses. **Motion to approve investment of excess funds: Marchant/Vandertie – carried unanimously**

Tax Statements:

Approximately 650 statements mailed; 1,163 total printed. Net tax levy for 2026: \$1.509M vs. \$1.374M in 2025 (9.8% increase). Mill rate: \$9.54 in 2026 vs. \$14.67 in 2025. Assessed value: \$158.1M in 2026 vs. \$93.6M in 2025 (68.9% increase).

Public Comments

- None
- Written thank-you received from Tim Jeanquart for use of the Community Center for Walloon language instruction; internet access now allows remote participation.

Licenses & Permits

Licenses/Permits: None issued.

Zoning & Planning

Proposed Building and Zoning fee schedules reviewed; aligned with Towns of Union and Gardner. **Motion to approve fee schedules as presented: Marchant/Vandertie – carried unanimously**

Food Truck Ordinance

Draft Permit Fee Ordinance and Food Truck Application reviewed. Clerk to proceed with required notice; final approval scheduled for January meeting.

Comprehensive Plan – Bay-Lake Regional

Update provided; project expected to begin February/March 2026. Planning Commission kickoff meeting to be coordinated.

Road Work Updates

LRIP – Low Road

Awarded \$33,500 in grant funding. Asphalt-only repairs estimated at \$90,000. Bid process to be coordinated with Thad Ash.

ARIP – Brussels Road (Joint with Town of Union)

Grant application due December 15. Estimated project cost: \$1.5M. Town share: \$145K, split evenly with Union.

Road Repairs

Gravel installed on Cemetery Road; significant improvement noted. Downed signs reported to Door County.

Community Center

Building & Grounds

New flooring selected from samples provided by Josh Massart. Flooring installation planned for week of January 12, 2026. Lower wall painting scheduled for week of January 5, 2026. No rentals scheduled during work period.

Internet/Phone

Internet service functioning well. Communications transitioned from landline to internet with DoorGuard Security. Landline to be disconnected; no longer required for election reporting.

Town Park

Bathroom Project

Project progressing well; completion expected in December. No additional billings received. Soffit construction question to be reviewed with Portside.

Snowplowing Contract

Service to continue under DK Property Services. Pricing remains \$75 per occurrence.

**Motion to award 2026 snowplowing contract to DK Property Services:
Marchant/Vandertie – carried unanimously**

Election Inspectors

List of election inspectors for 2026–2027 term presented.

Motion to approve inspectors as submitted: Vandertie/Marchant – carried unanimously

Gov Email & Website Transition

Transition approximately 75% complete. Remaining laptop updates to be coordinated with IT support (Chad). Grant funding in progress.

Clerk's Info (FYI Only)

Town of Brussels scheduled to host Door County Unit Meeting on November 12, 2026, at 6:00 PM; Speaker and light dinner will be needed.

Financials

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

Next Meeting

Wednesday, January 14, 2026 – 6:30 PM. Agenda Items: Food Truck Ordinance; Presenter Amanda Stuck from Door County Trails (topic= strategic plan)

Adjournment:

Motion to adjourn: Vandertie/Marchant – carried unanimously

8:45 PM
01/11/26

Town of Brussels

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Check Detail

January 14, 2026

Type	Num	Amount	Date	Name	Account	Paid Amount	Original Amount
Check	13503	\$85,156.43	01/14/2026	Southern Door County School	Bank of Luxemburg		-85,156.43
				Taxes paid to Southern Door Sch		-85,156.43	85,156.43
						-85,156.43	85,156.43
Check	13504	\$29,948.97	01/14/2026	NWTC	Bank of Luxemburg		-29,948.97
				Tax pmt to NWTC		-29,948.97	29,948.97
						-29,948.97	29,948.97
Check	13505	\$14,553.37	01/14/2026	B.U.G. Fire Department	Bank of Luxemburg		-14,553.37
				Fire protection		-14,553.37	14,553.37
						-14,553.37	14,553.37
Check	13506	\$125,038.17	01/14/2026	Door County Treasurer	Bank of Luxemburg		-125,038.17
				Tax payments to County		-125,038.17	125,038.17
						-125,038.17	125,038.17
Check	13507	\$309,177.70	01/14/2026	Southern Door School District	Bank of Luxemburg		-309,177.70
				Taxes paid to Southern Door Sch		-309,177.70	309,177.70
						-309,177.70	309,177.70
Check	13508	\$36.00	01/14/2026	Inspection Specialist LLC	Bank of Luxemburg		-36.00
				Inspection fees		-36.00	36.00
						-36.00	36.00
Check	13509	\$2,368.02	01/14/2026	GFL Environmental	Bank of Luxemburg		-2,368.02
				Recycling expense		-2,471.52	2,471.52
				Recycling expense		103.50	-103.50
						-2,368.02	2,368.02
Check	13510	\$6,392.81	01/14/2026	Door County Treasurer	Bank of Luxemburg		-6,392.81
				Highway maintenance		-1,154.70	1,154.70
				Highway construction, contract		-5,238.11	5,238.11
						-6,392.81	6,392.81
Check	13511	\$1,884.06	01/14/2026	Door County Treasurer	Bank of Luxemburg		-1,884.06
				General govt. expense		-1,884.06	1,884.06
						-1,884.06	1,884.06
Check	13512	\$125.00	01/14/2026	Chuck Massart Well & Pump Re	Bank of Luxemburg		-125.00
				Town hall expense		-125.00	125.00
						-125.00	125.00
Check	13513	\$60.00	01/14/2026	Rural Mutual Insurance	Bank of Luxemburg		-60.00
				Insurance expense		-60.00	60.00
						-60.00	60.00
Check	13514	\$642.02	01/14/2026	Joe Wautier	Bank of Luxemburg		-642.02
				Medicare tax		8.75	-8.75
				Chairman wages		-583.33	583.33
				Chairman exp reimburs		-20.00	20.00
				Disposal site expense		-47.44	47.44
						-642.02	642.02
Check	13515	\$410.63	01/14/2026	Mark Marchant	Bank of Luxemburg		-410.63
				Medicare tax		6.04	-6.04

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Check Detail

January 14, 2026

			Supervisor 1 wages	-416.67	416.67
				-410.63	410.63
Check	13516	\$410.63 01/14/2026 Austin Vandertie	Bank of Luxembourg		-410.63
			Medicare tax	6.04	-6.04
			Supervisor 2 wages	-416.67	416.67
				-410.63	410.63
Check	13517	\$1,231.87 01/14/2026 Sherri Dantoin	Bank of Luxembourg		-1,231.87
			Medicare tax	18.13	-18.13
			Clerk wages	-1,250.00	1,250.00
				-1,231.87	1,231.87
Check	13518	\$492.75 01/14/2026 Penny Wautler	Bank of Luxembourg		-492.75
			Medicare tax	7.25	-7.25
			Treasurer wages	-500.00	500.00
				-492.75	492.75
Check	13519	\$369.40 01/14/2026 Kyle Guilette	Bank of Luxembourg		-369.40
			Social security	24.80	-24.80
			Medicare tax	5.80	-5.80
			Zoning Admin salary	-400.00	400.00
				-369.40	369.40
Check	13520	\$343.54 01/14/2026 Dan Londo	Bank of Luxembourg		-343.54
			Disposal site workers wages	-372.00	372.00
			Social security	23.06	-23.06
			Medicare tax	5.40	-5.40
				-343.54	343.54
Check	13521	\$277.05 01/14/2026 Jason Norton	Bank of Luxembourg		-277.05
			Disposal site workers wages	-300.00	300.00
			Social security	18.60	-18.60
			Medicare tax	4.35	-4.35
				-277.05	277.05
Check	13522	\$123.19 01/14/2026 Matt Phillips	Bank of Luxembourg		-123.19
			Constable wages	-125.00	125.00
			Medicare tax	1.81	-1.81
				-123.19	123.19
Check	13523	\$1,027.08 01/14/2026 B.U.G. Fire Department	Bank of Luxembourg		-1,027.08
			EMR expenses	-700.00	700.00
			EMR expenses	-327.08	327.08
				-1,027.08	1,027.08
Check	13524	\$557.39 01/14/2026 Chase Card Services	Bank of Luxembourg		-557.39
			General govt. expense	-9.99	9.99
			General govt. expense	-25.20	25.20
			General govt. expense	-25.20	25.20
			General govt. expense	-497.00	497.00
				-557.39	557.39
Check	13525	\$73.88 01/14/2026 Lois Maedke	Bank of Luxembourg		-73.88

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Check Detail

January 14, 2026

				Town hall expense	-80.00	80.00
				Social security	4.96	-4.96
				Medicare tax	1.16	-1.16
					-73.88	73.88
Check	13526	\$150.00	01/14/2026 Lori Blackman	Bank of Luxembourg		-150.00
				Community Ctr sec dep refunds	-150.00	150.00
					-150.00	150.00
Check	13527	\$150.00	01/14/2026 Kathleen Gerdmann	Bank of Luxembourg		-150.00
				Community Ctr sec dep refunds	-150.00	150.00
					-150.00	150.00
Check	13528	\$150.00	01/14/2026 Joyce DeKeyser	Bank of Luxembourg		-150.00
				Community Ctr sec dep refunds	-150.00	150.00
					-150.00	150.00
Check	13529	\$150.00	01/14/2026 Jane Jandrin	Bank of Luxembourg		-150.00
				Community center rentals	-150.00	150.00
					-150.00	150.00
Check	13530	\$150.00	01/14/2026 Janet Millard	Bank of Luxembourg		-150.00
				Community center rentals	-150.00	150.00
					-150.00	150.00
Check	13531	\$150.00	01/14/2026 Lyle DeBroux	Bank of Luxembourg		-150.00
				Community center rentals	-150.00	150.00
					-150.00	150.00
Check	13532	\$150.00	01/14/2026 Colleen Rass	Bank of Luxembourg		-150.00
				Community center rentals	-150.00	150.00
					-150.00	150.00
Check	13533	\$150.00	01/14/2026 Marci Spude	Bank of Luxembourg		-150.00
				Community center rentals	-150.00	150.00
					-150.00	150.00
Check	13534	\$150.00	01/14/2026 Mary Lindaur	Bank of Luxembourg		-150.00
				Community center rentals	-150.00	150.00
					-150.00	150.00
Check	13535	\$21.00	01/14/2026 Brightspeed	Bank of Luxembourg		-21.00
				Town hall expense	-21.00	21.00
					-21.00	21.00
Check	13536	\$3,333.33	01/14/2026 B.U.G. Fire Department	Bank of Luxembourg		-3,333.33
				EMR expenses	-3,333.33	3,333.33
					-3,333.33	3,333.33
Check	13537	\$1,032.00	01/14/2026 Wisconsin Public Service Corp	Bank of Luxembourg		-1,032.00
				Street lighting	-669.28	669.28
				Town hall expense	-362.72	362.72
					-1,032.00	1,032.00
Check	13538	\$612.50	01/14/2026 D.K. Property Service	Bank of Luxembourg		-612.50
				Town hall expense	-612.50	612.50
					-612.50	612.50

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Check Detail

Check 13539 \$46.06 01/14/2026 T-Mobile

January 14, 2026 Bank of Luxembourg

-46.06

General govt. expense

-46.06

46.06

TOTAL \$587,094.85

-46.06

46.06