

**TOWN OF BRIDGE CREEK**  
**S9515 State Road 27**  
**Augusta, WI 54722**

**Minutes**

Regular Monthly Meeting

Thursday January 16, 2025 @ 7:00 pm

1. Call Meeting to Order @ 7:00 pm by Ricky Strauch
2. Roll Call: Bruce Logterman, William Jacobs, Ricky Strauch, Juli Bethke, Elizabeth Pettis, and Duane Ives arrived at 7:02 pm. Absent: Patrick Bethke
3. Pledge of Allegiance
4. Citizen Comments: None
5. Approval of the **January 16, 2025** Agenda and Proper Posting
  - a. Bruce Logterman made the motion to approve the January 12, 2025 Agenda and proper posting. William Jacobs with the second. All yes. Motion carried.
6. Approval of the Following Minutes: **December 19, 2024**
  - a. Duane Ives made the motion to approve the December 19, 2024 minutes and Bruce Logterman with the second. All Yes. Motion Carried.
7. Approval of Treasurer's Financial Report Ending **1/16/2025** Balances
  - a. Juli Bethke presented the Financial Report to the Board.
  - b. Bruce Logterman with the motion to approve the financial report as presented and Duane Ives with the second. All yes. Motion carried.
8. Previous Discussed Business (Discussion, Action, Approval)
  - a. Lighting bids for the Recycling center Discussion, Action and Approval
    - i. Duane Ives makes a motion to move forward with the Osseo Electric LLC bid and Bruce Logterman with the second. Duane Ives stated the amount will be split between the recycling and town budget to amend the motion.
    - ii. Duane Ives makes a motion to move forward with the Osseo electric LLC bid and have the amount be split into the respectful account: recycling gets to pay for their light and the town pays for their lights for the parking lot. and Bruce Logterman with the second. All Yes. Motion Carried.
  - b. Lighting for the Town Parking Lot Discussion, Action and Approval
    - i. See above motion.
  - c. Clerk and Treasurer Positions
    - i. The job description Discussion, Action and Approval
      1. Duane Ives made the motion for treasurer description to be approved. Bruce Logterman seconded the motion. All Yes. Motion Carried.
      2. Duane Ives presents the clerk job description.
      3. Duane Ives made the motion to approve the clerk job description as presented. Bruce Logterman with the second. All Yes. Motion Carried.
    - ii. The term set by the Town Board Discussion, Action and Approval
      1. Duane Ives made the motion to set the two year term starting on April 15, 2025 for the treasurer and review at that two years point. Bruce Logterman with the second. All yes. Motion Carried.

2. Discussion regarding staggering the offices so that the treasurer and clerk don't leave at the same time.
  3. Duane Ives motions for the one year term to start April 15, 2025 for the clerk position and review next year. Bruce Logterman with the second. All yes. Motion Carried.
- iii. The salary by the Town Board Discussion, Action and Approval
1. Transitioning from elected to Appointed Position Document and Budget was presented to the board. Discussion has had regarding the hourly wages and what to do with tax season.
  2. Duane Ives made the motion of \$1125 dollars for a month for the treasurer and stopping all additional insurances. Bruce Logterman with the second. All Yes. Motion Carried.
  3. Clerk Pettis asked about the mileage rate and meeting pay.
  4. Duane Ives made the motion to pay the treasurer for mileage at the standard government rate for monthly meetings and outside meetings at the rate of \$25.00 an hour with standard mileage to and from. William Jacobs with the second. All Yes. Motion Carried.
  5. Duane Ives presented the hourly rate that was given to the board by Patrick Bethke research for the Town Clerk.
  6. Duane Ives discussed the regular hours for the clerks positions. He stated he would like to see hours during the week. The clerk works on Saturday 9am- noon; so people can see her when they use the recycling center and have appointments during the week as needed currently.
  7. Willam Jacobs made a motion to pay the clerk at \$1733 a month rate and stop all the additional insurances. With the standard federal mileage for monthly meetings and outside meeting rate at \$25.00 an hour. Bruce Logterman with the second. All Yes. Motion Carried.
- iv. The interview and transition timeline discussion, action, and approval
1. Discussion on posting it and the timeline. Who is on the interview committee: William Jacobs, Duane Ives, and having Elizabeth Pettis available for questions.
  2. Discussion was had if we could move the training and switching of offices to the end of July as it is a time with less reports and the clerk would be more available for training. April has the election, annual meeting, annual reports, etc. Clerk Pettis offered to stay until July 2025.
  3. Duane Ives made the motion for candidates to have interview appointments the week of February the 3rd in the evening. Post the ad on the website, January 31 all applications are due. William Jacobs with the second. All yes. Motion carried.
- v. Job descriptions for all Board Positions will be on the February Agenda
1. Duane Ives called the Towns association and said we could just approve the Treasurer position since she is staying.
  2. February to appoint town treasurer needs to be added to the agenda.
9. New Business (Discussion, Action, Approval)

- a. Creating a new bank account for reassessment of properties in Bridge Creek; it would pay for the assessor to reassess the Town. Discussion, Action, Approval
  - i. Clerk Pettis asked to move the 2024 account extra budget money to a new account for this purpose of reassessment. This allows us to see and have money earmarked for the reassessment that is done by the assessor.
  - ii. Duane Ives makes a motion to create a new money market account with 10,000 dollars from the 596 account and have all future building notification fees go into that account. Bruce Logterman with the second. All Yes. Motion Carried.
- b. Changing the Equipment Account to a Money Market to have it make more interest in the future. Discussion, Action, Approval
  - i. Duane Ives made the motion to transfer 444 accounts to a money market account. William Jacobs with the second. All yes. Motion carried.
- c. Changing the Reclamation Account from a CD upon its expiration to a Money Market Account Discussion, Action and Approval
  - i. No action was taken as it does expire until March 2026.
- d. Purchase of new computers for the treasurer and roadmaster per previous discussion at budget meetings and in the clerk report. Discussion, Action and Approval
  - i. Duane Ives made the motion to approve the bid regarding purchase of the new computers for the treasurer and road master. Bruce Logterman with the second. All yes. Motion Carried.

#### 10. Department Heads Reports Discussion Only

- a. Recycling Dept.
  - i. Going good. Hear that a lot of people are bringing trash out.
- b. Transportation Dept.
  - i. Concerns about trash cans in the right way and the plowing hitting them.
- c. Monthly Police Report
  - i. Emailed to the Board
- d. Fire Report
  - i. Williamson is appointed to the fire chief. Duane Ives shares Fire Permits and operating procedures with them and we will put it on the February agenda
  - ii. Clerk Pettis asked for better contact information for the fire chief.
- e. Clerk Report: DNR

11. Move to convene into closed session pursuant to Wisconsin Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The purpose is to have discussion on compensation of road employees as their yearly raises are talked about.
  - a. -Move to return to the open session where action, if any, may be taken.
  - b. Duane Ives makes the motion to go into closed session. Will Jacobs with second at 9:15 roll call vote: William Jacobs: Yes, Duane Ives: Yes, Ricky Strauch: Yes, Bruce Logterman: Yes. All yes for the closed session. Motion Carried. In Closed session at 9:15pm.
    - i. Bruce Logterman motioned to move to open session and William Jacobs with the second. All yes. Motion carried.
    - ii. Duane Ives makes a motion to make the pay raises as discussed in closed session. Bruce Logterman with the second. Roll call vote: William Jacobs: Yes, Duane Ives: Yes, Ricky Strauch: Yes, Bruce Logterman: Yes. All Yes. Motion Carried.

- iii. Clerk Pettis added: Wage increases were Road Patrol man: 3%, Road Master: 3.66%, and Recycling Attendant: 4.05%

12. Upcoming Meetings/Events:

- a. Monthly Meeting

- i. February 20, March 20, April 15 (Annual MTG), April 17.

13. Comprehensive Plan Meetings

- i. Jan 22

14. Adjournment @ 10:26 pm

- a. William Jacobs with the motion for adjournment and Bruce Logterman with the second. All yes. Motion Carried.

~ Elizabeth Pettis, Clerk