

**NOTICE TO RESIDENTS
TOWN OF CRESCENT
MINUTES FOR
MONTHLY TOWN BOARD MEETING
WEDNESDAY, MARCH 12, 2025
6:00 P.M., CRESCENT TOWN HALL**

Board Members Present: Robb Jensen, Chair; Kyla Waksmonski, Supervisor; Mike Pazdernik, Supervisor; Tracy Hartman, Clerk; Carla Fletcher, Treasurer.

Call to Order: Chairman Jensen called the meeting to order at 6:00 p.m. at the Crescent Town Hall. The meeting has been properly posted and distributed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible. The Pledge of Allegiance was recited.

Approval of Agenda

Motion by Pazdernik to approve the agenda. Seconded by Waksmonski. All aye. Motion carried.

Approval of Minutes

Motion by Jensen to approve the minutes from the Monthly Town Board Meeting of February 12, 2025 and February 19, 2025. Seconded by Pazdernik. All aye. Motion carried.

Public Comment –

- Janet Appling asked that her road have crack seal completed this year.

Town Chair Report – A written report was received by Chair Jensen.

Treasurer's Report - A written report was given by Treasurer, Carla Fletcher.

Library Report - Update on the library board meeting and upcoming programs being offered at the library – Dave Daniels thanked the board for appointing him to the Library Board. Daniels reported that there are a number of new members on the board and they will be taking a deep dive look into the library budget. Daniels reported that they received a fundraising update yesterday and to date they are just short of \$1 million being raised. Daniels believes this will be a long-term effort, however, the expansion is needed and is worth the effort.

County Board Supervisor's Report - Review of County Board meeting and Review of County Board meeting and County Committee meetings – Written report received by Supervisor Jensen.

Fire Department Report and Approval of Purchases

- **Monthly Call update, purchases update, training update, fundraiser update -** None

First Responder's Report and Approval of Purchases - None

Town Road Crew Report - Road Projects update, update on vehicle repairs and shop repairs –

Town Plan Commission Report – Pazdernik stated that they are continuing to review the comprehensive land use plan. Pazdernik encouraged residents to attend the meetings.

Uniform Dwelling Inspector's Report - None

Squash Lake District Report – None

Crescent Lake District Report – None

Discussion/Action Items

- a. Department of Revenue – Maintenance of Effort Reporting – Jensen gave an overview of the Maintenance of Effort Reporting and stated that he feels that the fire department should be giving a quarterly report to show that they are meeting the MOE requirements. Jensen will reach out to the Fire Chief and determine what he believes a good report will be.
- b. Social Media Policy – Facebook Record Retention – Jensen stated that as a government there is a requirement to have information backed up for 7 years which includes Facebook pages. Jensen believes that the Facebook page would need to be archived. Jensen will reach out to the County IT Department to find out what program they are using to backup the Facebook pages.
- c. Crescent Volunteer Fire Department
 - i. Job Descriptions – Jensen stated that he hasn't found job descriptions for the officers within the fire department and provided examples to the board.
 - ii. Constitution / By-Laws / Standard Operating Procedures / Guidelines – Jensen stated that the Fire Department handbook contains the Constitution, By-Laws, Standard Operating Procedures and Guidelines. Jensen would like the board to look at the Constitution and By-Laws and make recommendations for updates prior to the new board taking over in April. Waksmonski stated that she would like to make sure that making changes to the layout of the handbook won't cause issues with certain requirements.
- d. Reconsider Motion to Sell Engine #2 – Jensen stated that after the meeting in January there was some communication that implied Engine #2 could be rebuilt. Jensen would like the board to approve having someone look at Engine #2 to determine if some small repairs could be made to bring Engine #2 back in service so that it could be used while Engine #1 is being refurbished. Jensen stated that the assessment would not cost any money. Motion made by Jensen to delay placing engine #2 through the WI Surplus auction until we receive refurbish and pump repair quotes. Seconded by Pazdernik. All aye; motion carried.
- e. Operator's License Applications - None
- f. Driveway Application - None

Other

Future Meeting Dates and Agenda Items – Generac Contract, Next meeting March 27th at 6:00 p.m., annual meeting will be April 15th at 5:00 p.m. with the board meeting to follow.

Review Correspondence – None

Approval of Vouchers/Adjourn – Motion by Jensen to approve vouchers as submitted. Seconded by Waksmonski. All aye. Motion carried.

Closed Session: It is anticipated that a motion will be made, seconded and approved by roll call vote to enter into closed session pursuant to WI State Statute 19.85(1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has a jurisdiction or exercises responsibility (topic: Fire Chief, Deputy Fire Chief and Fire Lieutenant). It is anticipated that the Town Board will return to open session by roll call vote to consider the rest of the agenda.

Motion by Pazdernik to go into closed session at 6:36 p.m. Seconded by Jensen. Roll Call vote: Jensen, aye; Waksmonski, aye; Pazdernik, aye. Motion carried.

Motion by Jensen to return to open session at 7:00 p.m. Seconded by Pazdernik. Roll Call vote: Jensen, aye; Waksmonski, aye; Pazdernik, aye. Motion carried.

Announcement Of Action Taken In Closed Session, Or Take Action Based On Closed Session (NOTE: If the announcement of action taken in closed session would compromise the need for the closed session, the action taken will not be announced. Any action taken in closed session may be announced when the need for the closed session has passed)

Jensne reported that while in closed session there was no action taken.

Jensen adjourned the meeting at 7:02 p.m.

Respectfully submitted,
Tracy Hartman
Municipal Clerk