TOWN OF BRIGHAM

407 Business ID | Barneveld, WI 53507
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Town Board Meeting Minutes

The Town Board of the Town of Brigham met on Wednesday, June 7, 2023, at the Barneveld-Brigham Municipal Building Meeting Room located at 407 Business ID in Barneveld, Wisconsin.

In attendance were Town Board Members: Chairperson Jason Carden, Supervisor Jerry Davis, and Supervisor Colleen Moore; and Clerk/Treasurer Megan Mieden.

Others in attendance were: Mary Davis, Ryan Klett, Julie Gamradt, Randall Reuter, Mike Massey, Rita Loper, Chuck Zinda, Jerry Zander, Rick Mueller, Ken Hummel, Michael Goff, Phillip Busse, Michael Randall, Paul Swedlund, Jeff Zander, and Royce Nelson.

1. The meeting was called to order at 6:00 pm by Chairperson Carden.

2. A motion was made by Davis/Moore to approve the Public Notice. Motion carried.

3. Approval of Meeting Minutes

    a. A motion was made by Moore/Davis to approve the Town Board Meeting Minutes from May 3, 2023, as amended. Motion carried.

    b. Consideration of amendment to Special Town Board Meeting Minutes from January 9, 2023

    Davis wants the Board to consider striking “none” from Item #3.

    Carden indicated there was no discussion held outside of closed session. More information about how closed session discussion motions should be handled can be submitted for review.

4. Public Comments

    - Paul Swedlund – suggested there should be some sort of accountability for discussion held in closed session.

5. Discussion & Possible Action on the following:

    a. Ryan & Mary Klett

        i. Property access – field road access

A motion was made by Davis/Moore to approve the field road access request at the location indicated on the map with the new location replacing the previously approved location. Motion carried.

b. Jerry Zander

   i. Concept Plan

   ii. Driveway – multi-user driveway to proposed building sites

   iii. Building Sites

   iv. Land Division – division of ≈ 20.0 acres from Parcels 004-0786 and 004-0788 for the creation of four (4) ≈ 5-acre lots

   v. Zoning Change – rezone newly divided acreage from A-1 to AR-1 to include ≈ 60.0 acres of the remaining property with the AC-1 Agricultural Conservancy overlay district to meet the Town's required density standard

   A motion was made by Moore/Davis to approve Item i as reviewed and written and Items ii-v. Motion carried.

c. Consideration of Application for Cigarette and Tobacco Products Retail License for the following:

   i. Deer Valley Lodge, Inc.

   A motion was made by Davis/Moore to accept the application for Deer Valley Lodge. Motion carried.

d. Consideration of Renewal Alcohol Beverage License Applications for the following

   i. Botham Brands, LLC

   ii. Deer Valley Lodge, Inc.

   A motion was made by Moore/Davis to accept the renewal applications for Botham Brands and Deer Valley Lodge. Motion carried.

e. Consideration of Operator's License Applications

   A motion was made by Moore/Davis to approve the Operator's License applications. Motion carried.

f. Fire-Rescue District Update

   i. EMS Ad Hoc Committee

ii. Fire-Rescue District Agreement

iii. 2024 Proposed Rescue Squad Budget

A motion was made by Davis/Moore to approve the agreement for the Fire-Rescue District as presented by Jeff Zander. Motion carried.

g. Property located at 8131 Allgwen Rd

The Board would like a price estimate from the attorney on the building inspector process described for having the property considered uninhabitable.

Mieden to request information from the attorney.

No action taken – will be included in the next meeting.

h. Cemetery Mowing

A motion was made by Davis/Moore to offer the mowing position to Jerry Olson at $100/mowing for the Oak Rd and Pikes Peak Rd cemeteries. Motion carried.

i. Mailbox Installation & Replacement Policy

A motion was made by Davis/Moore to accept the Mailbox Installation & Replacement Policy as written. Motion carried.

j. Private Drive Plowing Policy

A motion was made by Moore/Davis to accept the Private Drive Plowing Policy as written. Motion carried.

k. Replacement schedule for Public Works equipment

The Board reviewed the proposed replacement schedule, which included photos of the current equipment.

No action taken – will be included in the next meeting.

l. Part-time Public Works laborer position

No applications have been received. Advertisement should be continued using other sources – i.e., other area papers, *Barneveld Shopper*, Town of Brigham website

m. Deputy Clerk/Treasurer position

The Board suggested putting together a position description and reaching out to other municipalities to see how they compensate for a position like this.

Mieden to draft position description and request information from other municipalities.

No action taken – will be included in the next meeting.

n. Office Closed – 6/28/2023-7/6/2023

Board notification only; no action taken.

o. ATC Environmental Impact Fee – use of funds

Moore:

- Replace 2010 Peterbilt
- Provide funding to Fire Department for air pack replacement

Davis:

- Replace 2010 Peterbilt
- Reilly Rd patch and sealcoat repairs
- Equipment accessories (i.e., 2-3 sets of chains, special tools)
- Mower
- Roads
- Bridge approaches and decks

Carden:

- Replace 2010 Peterbilt
- Mounds Park Rd culvert, ditch, and erosion repairs
- Invasive species control

Mieden/Nelson to put together an RFP/specification sheet for a new truck.

Nelson to get 3 quotes for review.

Mieden to draft letter to PSC for alternate use once quotes are received.

6. Financial Review – bank statements, budget report, payroll, and voucher list

The bank statement (from May 31, 2023), budget report (through May 31, 2023), payroll report (May 2023), and voucher list were provided for review.

A motion was made by Davis/Moore to approve the vouchers as read and reviewed. Motion carried.

7. Items for future agendas

- Property at 8131 Allgwen Rd
- Replacement schedule for Public Works equipment
- Deputy Clerk/Treasurer position

8. A motion was made by Moore/Davis to adjourn at 8:20 pm. Motion carried.

Minutes submitted and written by:
Megan Mieden, Clerk/Treasurer