TOWN OF BRIGHAM

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Town Board Meeting Minutes

The Town Board of the Town of Brigham met on Wednesday, September 6, 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, Randall Reuter, Julie Gamradt, Carl Thorsen (Scott's Construction), Royce Nelson, Peggy Monson, Larry Monson, Jerry Zander, Ken Hummel, and Lisa Alfred.

1. The meeting was called to order at 6:01 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. Special Town Board Meeting Minutes from August 1, 2023
    b. Town Board Meeting Minutes from August 1, 2023

    A motion was made by Moore/Davis to approve the Town Board Meeting Minutes as listed. Motion carried.
4. Public Comments

    Davis – Spoke regarding an upcoming 50/50 match road improvement program; Craig Hardy should have more information later this week.
5. Discussion & Possible Action on the following:
    a. Mounds Park Rd – 2019 LRIP update and improvement recommendations for final funding, including Mounds Park Rd Bid Opening

        <u>Miscellaneous overlay, paver patching, and wedging</u>

        Two (2) bids were received – one (1) from Payne & Dolan and one (1) from Scott's Construction – regarding the Mounds Park Rd project, but the bids were not an apples-to-apples comparison.

        Nelson was asked to review the bids for discussion later in the meeting.

2019 LRIP

One (1) bid was received – from Scott's Construction.

Based on the existing traffic count, the project area (0.39 miles) requires a 2-foot shoulder, but currently only has a 1-foot shoulder. To increase the shoulder to 2 feet requires the following work:

- Ditching - $4,500
- Seed & mat of ditching - $1,500
- Culvert extension - $1,000
- Shoulder extension - $6,800 (bid from Scott's Construction)
- Rough TOTAL = $13,800

To receive any LRIP funding, the shoulder will need to be extended.

A motion was made by Davis/Moore to proceed with the work as described with the award going to Scott's Construction. Motion carried.

Note: Nelson & Scott's Construction indicated the project will be completed within 4 weeks.

b. Zachary & Jami Havens

    i. Driveway – single-user driveway

    A motion was made by Moore/Davis to approve the single-user driveway for Havens. Motion carried.

c. Larry & Margaret Monson

    i. Land Division – division of Parcels 004-0459, 004-0515, and 004-0520 to create one (1) ≈ 13.0-acre parcel and one (1) ≈ 27.242-acre parcel

    ii. Zoning Change – rezone the newly created parcels as follows:

        - ≈ 13.0-acre parcel – from A-1 to B-3
        - ≈ 27.242-acre parcel – from A-1 to AR-1

    iii. Conditional Use Permit – conditional use permit for the ≈ 13.0-acre parcel for the following:

        - Warehouse storage use with related residence

Carden indicated an email from the WisDOT was received indicating they felt Ihm-Harris Rd should be treated as a driveway and the DOT should review access.

A motion was made by Carden/Moore to recommend approval of the Monson application as listed with the following conditions:

- Only for warehouse storage use with related residence
- Traffic impact analysis to be completed with the WisDOT

Motion carried 2-0, with Davis recused.

d. Property at 8131 Allgwen Rd

The following update was provided:

The Building Inspector has visited the property and is in the process of drafting a letter to be sent to the Property Owner. This will be reviewed by the attorney and will be mailed from the Town via USPS Certified Mail.

Carden indicated he doesn't believe anything has been intentionally delayed.

e. Driveway Inspections – consideration of including Public Works in inspection process

Davis expressed interest in having Public Works involved in the driveway inspection process as the initial stage and for the final approval.

Davis to review ordinance and suggest updates, as needed, with further discussion at the Town Board Meeting in October.

f. Discussion on number of Town Board supervisors

A motion was made by Carden/Davis to start an ad hoc committee to move forward with exploring the advantages and disadvantages of increasing the number of Town Board supervisors. Motion failed 1-2, with Carden and Moore opposed.

g. WisDOT request for public input for US 18-151 bridge and curve repairs

No action taken.

h. WI NDR use of Salt Shed for CWD drop-off site

A motion was made by Davis/Moore to continue the relationship with the WI DNR in terms of CWD drop-off site at Salt Shed. Motion carried.

i. Refueling Readiness Grant Program – fuel pump generator at Town Shop

Carden provided estimates on generator costs at the Town Shop, including the entire Shop and well as just the fuel pump. Estimated costs for the entire Town Shop came in at $91,000 + installation which would be around another $90,000. To upgrade what we have it would require a new switch at a cost of $9,300 + installation, with a lead time of 18 weeks. It would be a lot of work to power just the tank for not a lot of benefit in return.

No action taken.

j. Public Works Truck Bid Opening review

i. Tandem Axle Chassis

The following bids were received:

- Peterbilt - $153,300
- Freightliner - $153,722
- International (hv6138ba) - $162,665
- International (hx520sfa) - $174,321.59

Nelson indicated the Peterbilt bid does not meet specifications because the requested engine liter size cannot fit into Peterbilt's new chassis design.

Nelson to review the bids to make sure each submission meets our needs, with further discission at the Town Board Meeting in October.

ii. Plow Truck Equipment

The following bids were received:

- Madison Truck Equipment - $120,300
- Monroe Truck Equipment - $121,070

Nelson to review all bids for accuracy. Item tabled for further discussion at the Town Board Meeting in October.

a. Mounds Park Rd – continued

<u>Miscellaneous overlay, paver patching, and wedging</u>

Three (3) options were included in the bids from each company – Payne & Dolan and Scott's Construction.

Option 1: Wedging as marked

- Payne & Dolan - $97,350.00
- Scott's Construction - $178,544.08

Option 2: Overlay as marked

- Payne & Dolan - $90,125.00
- Scott's Construction - $77,009.20

Option 3: Full overlay

- Payne & Dolan - $300,000
- Scott's Construction - $257,556.35

A motion was made by Moore/Davis to move forward with Option 2 and award the bid to Scott's Construction. Motion carried.

Note: Scott's Construction intends to begin work in 2-3 weeks.

k. Public Works – budget status

An overview of the Public Works budget through 8/31/2023 was reviewed. Several categories were highlighted because they are either already over the budgeted amount for January-August or are projected to be over the budgeted amount for the year.

Equipment – Maintenance is over budget by $17,000+ through August and is projected to be over budget by $52,800+ for the year. The Front End Loader repairs were estimated at just over $11,000, but the final invoice is coming in over $13,300 over the estimate approved earlier this year.

Other categories expected to be over budget for the year include:

- Roads – Sealcoating: expected to be $14,200+ over budget
- Public Works Salaries & Benefits: expected to be $31,800+ over budget

l. Authorization to transfer funds to General Fund for Public Works expenses

A motion was made by Carden/Davis to authorize the following transfer:

- $10,000 – from Reserve Account
- $35,000 – from Machinery Account

Motion carried.

m. Part-time Public Works laborer position

Nelson shared he has spoken with a few interested candidates, but there is concern about not indicating any definitive hours. Nelson suggested the hour rate should be increased and a set number of hours should be determined.

A motion was made by Davis/Moore to continue with the hiring process with a pay rate of $28/hour and 200-400 hours/year. Motion carried.

n. Authorized Signers – consideration of adding additional signers on checking accounts

This item was tabled for the resolution provided by the Wisconsin Towns Association to be drafted and reviewed at the Town Board Meeting in October.

6. Update from Town Chairperson

    a. Massey Dr

    Denure won an adverse possession case against Margaret Lynaugh.

    The Town has not determined the width of Massey Dr because the Town's attempts to resolve this question in 2022 were not complete due to the lack of response from property owners.

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

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

    A motion was made by Davis/Moore to approve the vouchers as read and reviewed, with the addition of the invoice for Ritchie's Implement. Motion carried.

    Note: The Ritchie's Implement invoice was for $23,435.04 for repairs to the Front End Loader; this amount included a discount from the original invoice submission.

8. Items for future agendas

    - Comprehensive Plan – amendment process moving forward
    - Public Works Truck Bid review
    - Driveway Inspections
    - Authorized Signers

9. A motion was made by Davis/Moore to adjourn at 8:41 pm. Motion carried.

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