**Town of Bradford**

**Town Board Meeting**

**Tuesday, December 19, 2023 at 6:30 p.m. at the Bradford Town Hall**

**Minutes**

1. Call to Order and Roll Call

Meeting called to order at 6:30pm.David Moyer, Sharon Douglas, Loren Bobolz, Dan Huisheere, Ben Wellnitz, Jill Bier, and Marlina Jackson present. Also present: Attorney Mike Hahn, Chief Schultz, Chief Rousch, Ryan Wellnitz, Ron Woodman, Duane Jorgenson, Paul Mannino, Michelle Mannino, Rock County Deputy

2. Pledge of Allegiance

3. Adoption of the Agenda

A motion to adopt the agenda (Loren Bobolz/Dan Huisheere). Motion carries by voice vote with no negative vote

4. Approval of the Minutes to the November 21st, 2023 meeting and November 28th special meeting minutes

A motion to approve the minutes to the November 21st, 2023 meeting (Dan Huisheere/Sharon Douglas). Motion carries by voice vote with no negative vote. A motion to approve the minutes from the November 28th special meeting (Loren Bobolz/Dan Huisheere). Motion carries by voice vote with no negative vote.

5. New Business

A. Discussion and action on Joint Municipal Court

Chief Schultz present. States no calls received in Bradford. Checking with us for code violations. Dave asks board if any one has any questions? None. Board thanks Chief for attending.

B. Discussion and action on report by Fire District Representative

Chief Rousch states there was a total of 58 calls, 49 were transports. 8 fire incidents. 558 total calls for the year, last year 612. 1 member resigned, 1 added for membership. 29 pair of fire gloves were purchased from the Compeer Financial grant. 2 new EMT-A’s. Engine 412 needs a new valve-cost is $2000-$3000. 5 hour State DNR class is next week. Chief asks if board has any questions.Loren asks questions about budget? Chief invites the board to attend the fire meeting on January 11th at 6:30 pm. A representative from the billing company will be at the meeting and can explain. Loren asks Ryan Wellnitz to explain the $50,000 in the budget. Ryan explains that the budget is very tight and will be in the hole $5800.00. Dan Reese, Brooke, and Ryan sat down to look at three year fire agreement. Dan asked to have the $50000 put back in the budget. Ryan says budget is tight and conversations will be had about who will carry the financial burden. 7 months of the year they are over budget and it will be a tight budget in 2024. Capital is laid out and don't see any out of the ordinary expenses. Loren says budget numbers were higher but we di lower them. $195 forward for ambulance revenue. Paying close attention to the income, Ryan says the 195 is 175000 and 20000. In historical year the 195000 is aggressive. Dave asks what the income has been this year? Jills reads the November income at $167000. Forecasted $245000 based on covid years and back down to bare minimum from month to month. In previous years they had the luxury to carry three months ahead. Jill asks about the $12000 in expenses. Chief explains that includes lexipro. Board thanks Ryan and Chief for attending.

C. Discussion and Action on Rock County Department Public Works (Duane Jorgenson)

Dave states in conversations had earlier we are looking for insight from Duane. Duane states billing had a couple of challenges. There is new county wide financial software system in June and July. August got held up primarily from software glitches. County wide system has a lot of frustrations. 2016 they were 6 months behind that was corrected and they have been diligent to keep ahead. End of year and General Transportation Aide are big pushes right now. Dave asks if they got hacked? Duane responds they did have a cyber attack event. DUane asked the admin if they could update 1 program at a time here on out. Michelle is adamant she wants to be timely in billing and in previous years they have been 1 month back on billing–3-4 week window when sending billing. Duane says under current process it was driving the dynamics ot get it cleaned up. Dave says in the past there was engineering fees that would come up later. Duane responds that that comes from DOT. Going forward there is no more county splits. Dave asks about O’Riley bridge. DOT says cannot double dip. Statewide, Attorney General is moving forward with going forward there is no more split. Point is DOT sends bill, split and county dispenses. Ex Bridge on Dorner Road was done in 2013 and they got a bill this year. Duane explains thats why these late bills come in. Jill aks about the 50/50 split for culvert aide. Duane explains that it cant be mixed with a county bridge aid with a state/federal fund program. SHaron says we have a box culvert on Emerald Grove Road, our best interest would be to replace culvert first .Dave asks about Carvers Rock Rd. Duane says Carvers Rock Road was only project that was not completed. Duane says request came in in July. Challenges got shifted, gears from staffing issues, and that Carvers ROck Road will hopefully be done 1st thing in Spring. Prepped a road and had to jump and move. Milling was done. It was a process. Mineral Point ROad was milled for 2.5 months trying to explain billing was a fiasco. Lost staffing, issues, schedule adjustments form funding-couldn't have asked for a worse year. TO get done what they got done they were at 90000 tons for paving, should have been 115000 tons, Planed for 15000 tons of town work, 23000 was main work, Work requests doubled0staff was not willing to put in overtime this year. A dry year helped them with their work load. A week or two was good weather and had lease trucks to do the patchingWould have had to lease a lot of trucks to do Carvers Rock road this fall. Tried to take advantage of every window they had. Carvers rock road is an overlay and first on the list. Should be turn around to get paved. Dave gave Pete a list of roads. Duane asked towns to give info early to look at scheduling to sort out how to move forward. Pull it off the list is easier than adding. Wants to avoid the issue of Carver ROck road. Dave says Carver Rock Rd was in time frame of Avalon Rd work/Creek road work. Dave says Pete told him it would be done. Duane says they do try to keep things of order of receipt. Hoping not to have more staffing issues. Lost 14 employees this year. Brew as not willing to put in extra hours. 1 month was lost. If it was a rainy year it would have been bad. Dave asks if our contract is coming up for renewal? After 2024 it is annual. Duane says it used to be a $1000 renewal fee. 1st year is working out kinks, 2nd year fewer glitches, and 3rd year is good. Tim is great to work with in Bradford. Duane responds that it takes the right person. Things we got that right. Dan says we need to look at ditch mowing. WE need to get pricing on it. Dave says the county rate was comparable.Daune says its just time and equipment. Dave says it is a guesstimate. Dave will take to Pete. Jill brings up contract. Duane says at the end of 2024 is our contract. Duane says the winter maintenance rate is $900 rural,$1600 subdivision. 17000 mile for roadkill etc. Rates for road work will change. Duane says the rate for Carvers Rock Road will likely stay the same as based off estimate and not actual cost. Loren asks if they need town board support at the county board level? Duane says its been good and they have support, new board members were trying to figure new things ou and had unintended consequences. Dept Public works needs to hear if they are doing a bad job, county board needs to hear if they are doing a good job. Sharon says when the county came in and saw cut the areas of Market St, EMerald grove and it was left (mill buttends), you got to be ahead a day or two but it was several weeks. Doesn't want to be in that position again. Jill asks about the admin support credit. Duane responds that the is going to look in to it, Davee says credits are always welcome. Board thanks Duane for attending.

D. Discussion and action on Membrino & Tracy CSM

Marlina passes around the CSMs received from Membrino and Tracy.Board discusses.A motion to accept the CSM from Josh Tracy (Loren Bobolz/Dan Huisheere). A motion to accept the CSM from Mark and Jenny Membrino (Loren Bobolz/Dan Huisheere). Motion carries by voice vote with no negative vote.

E. Discussion and action on Dr. Paul Mannino request

Dave states we received a typed letter and we can easily read it now. Dave asks if Attorney has read it? He responds yes. Dave states there is a lot of questions on his end about why their taking thai request to the board? Paul Mannino asks who they should talk to? Attorney Hahn responds that in terms of configuration of lot lines that is going to be a private matter between two adjoining neighbors. Paul asks who changes the lot lines? Attorney Hahn responds that he cannot give legal advise. Paul asks if Attorney Hahn was involved with initial case? Attorney Hahn responds that he sees theres the lots out there, and lots wer created from being divided off from larger parcels. A CSM in needed. Pauls concern is they took an acre of his land so Ron Duffy could have a 15 acre lot. Sharon states the minimum lot size to build is 5 acres and agrees those lots were not zoned A1. Attorney Hahn says if anything was adjusted on the lot, the CSM will identify the lot lines. That is going to be described on the deed or in the CSM. Those lot lines will be shown. Attorney Hahn says the board would have been involved with set backs and Paul interjects. Paul states Gilbanks insisted flag lots created. Dan asks what a flag lot is? Attorney Hahn responds it is a minimum connection to a parcel with a wide lot.Attorney Hahns states ultimately the town board approved those CSM’s and the lot lines, if something was done in error on your property (Mannino) the dispute is with your neighbors or the surveyor. Attorney Hahn states he does not know about the driveways back there and does not know if there is a driveway agreement for such on file. Functionally he has a shared driveway and that will be a dispute with neighbors. Issue with shared driveways for maintenance and improvements will be with a shared driveway agreement. In the absence of a driveway agreement there is a new statute in absence of written agreement that users are responsible for their portion of their driveway. Its something we do not have litigation over. Paul would like recommendations because he is going to pursue legal action. Loren suggest Paul starts with a survey. Attorney Hahn agrees that is a starting point. Loren says theres likely a survey already in existence. Paul requests Attorneys Hahns contact info. Attorney Hahn suggests setting up an appointment and getting in the right direction. Paul apologizes to the board for wasting time.

F. . Discussion and action on Recycling Contract for 2024

Marlina shares the 2024 recycling contract. States that Lentells has not responded to emails or paperwork sent. Board reviews contract and approves, awaiting signed contract. A motion to accept the 2024 Recycling Contract (Dan Huisheere/ Loren Bobolz). Motion carries by voice vote with no negative vote.

G. Discussion and action on date for Town Caucus (between January 2nd and January 21st, 2024)

Board discusses holding the caucus before the January meeting (January 16). A motion to hold the caucus on January 16th at 6:30 pm (Dan Husiheere/Sharon Douglas). Motion carries by voice vote with no negative vote.

H. Discussion and action on Zoning Officer Report

Char not in attendance and did not send report. Dave states that Char received a picture from a contractor of plumbing. Char wanted to inspect in person. Char also sent Dave the law regarding inspections. This is the only plumber (Accelerated Plumbing) to complain about inspection process. Dave also received a call from the plumber.

I. Discussion and action on Supervisors’ evaluation of their sections of roads

Board made plan for next years road work. Will look at 2024 bids. Did give go ahead for fecon work. List from board members was sent to Pete.

J. Discussion and action on roadwork, including but not limited to tree trimming, culvert repair and replacement, crack filling, ditching, shouldering, maintenance including replacement of signs and posts, paver repair, pothole filling and Emerald Grove Bridge Project, upcoming LRIP

None.

K. Discussion and action on Town Hall Repair Committee Report

Still waiting to hear from Dan Wellnitz.

L. Discussion and action on Town Hall Building 2 Jill asks about the filter? Dave says it was not bad. Dave measured the septic usage…3’ water in tank. Health Dept will check our water in Jan/Feb.

M. Discussion and action on approval of Driveway Permit Applications

None

N. Discussion and action on Utility Permit Applications

None

6. Citizen Participation

Ron Woodman present. Gives update from County Board. 10% increase on county wide tax, county levy. Dave states his went up 13.96%. Ron says there is so much to it and he was going to push it to have the budget done before the levy. Proposed a 3% reduction to show they are trying to do something and talk to admin for all department heads to have a 0% increase. Part of the problem is the jail costs are a big part of that. Jail is on schedule and on budget and is going good. Solar project of 10 acres next ot Rock Haven has started. Public works , earlier you have a plan the better you;; ne and wont be put off. Going to stick around for signatures on nomination papers. Dan asks if is county putting money to the Janesville sports complex? Ron responds no. But they approved $70,000 for health net-its a free dental service and the community benefits from it.

7. Announcements and Reports

A. The January Town Board meeting will be held on Tuesday, January 16th, 2024 at 6:30 p.m. at the Bradford Town Hall

B. Rock County Sheriff’s Report

Deputy in attendance. Came from a road run off at Carvers Rock Road/BC Townline.Officers have been in area quite a bit. Deputy asks if we have any concerns? Sharon Douglas states that on Friday night threw was a burnout on Market street and damaged the shoulder of the road. Vehicle never stopped at the stop sign and did it in front of the mill again and burned out again on to 140. Deputy asks if there is any video of incident? Sharon responds no. Sharon says more surveillance is needed at the Hat Rack from 9, 10, 11 pm…not sure if overserved or what. Sharon says to go look at marks, it was last friday night. Loren asks where the car went off, if the road shoulder was bad? Deputy responds no. Deputy states they will put extra patrol in Avalon.

8. Treasurer’s Report

Jill explains the ag use conversion free its from zoning from a1 to a2, Gretschmans will have to pay a penalty to the county and the county take a portion and we get a portion.

A motion to approve the treasurers report (Sharon Douglas/Ben Wellnitz). Motion carries by voice vote with no negative vote.

9. Bills for Approval

Bills shared with the board. A motion to approve the bills (Loren Bobolz/Ben Wellnitz). Motion carries by voice vote with no negative vote.

10. Adjournment

A motion to adjourn the meeting (Sharon Dougals/Dan Huisheere). Motion carries by voice vote with no negative vote. Meeting adjourned at 8:01 pm

**December 2023 Bills for Approval**

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| **Rock Energy Cooperative** | **Town Hall Expense-Light** | **$45.48** |
| **Alliant Energy** | **Hwy. exp-street lights** | **$48.23** |
| **Rock Valley Publishing LLC** | **Budget-$88.05**  **affidavit:$1.00** | **$89.05** |
| **APG Of Southern Wisconsin** | **Election Notice: $43.57** | **$43.57** |
| **Lentells Disposal** | **Recycling** | **$500.00** |
| **Clinton Community School District** | **Monthly Parking Permit Fees October** | **$200.61** |
| **Premier Pest Elimination LLC** | **Services 11/28/23** | **$80.00** |
| **James Churchill & Sons Excavating LLC** | **Road work: Rock Delivered 12/6/23** | **$533.10** |
| **Election Systems & Software** | **Clerk Expense: Election equipment** | **$380.63** |
| **Rock County Department of Public WOrks** | **Winter Maintenance Fees-Second Half**  **51.78 miles @$450=23301.00**  **Subdivision: 1.36 miles @800=1088.00** | **$24,389.00** |
| **Rock County Department of Public Works** | **Blacktop (material) : Market Street 24943.51**  **Pleasant Street 4320.79**  **Emerald Grove 29007.90**  **Emerald Grove 69601.06**  **Total: $127,873.26**  **Labor: 6933.28 1403.63 1781.35**  **Equipment: 7058.28 592.16 620.36**  **Material: 2679.83 82.50 833.57**  **Small Tool: 90.13 18.25 23.16**  **Admin Support: 735.83 92.04 5756.68**  **Credit: (7352.02)** | Material: 131,469.16  Labor: 10,118.26  Equipment : 8,270.80  Small tool: 131.54  Admin: 6,584.55  Admin credit -$4352.02  Paving Aid -$3000  Total: $156,574.31  *Credit: 7352.02*  **Total: $149,222.29** |
| **David Moyer** | **Townhall Expense: Reimbursement Furnace Filter** | **$36.99** |
| **Jill Bier-Reimbursement** | **Treasurer expense for year for 2023** | **$456.83** |
| **Us Cellular** | **Service November** | **$108.98** |
| **Elan Financial Services** | **Credit Card: Microsoft $105.49**  **Weebly: $33.90** | **139.39** |
| **Town Board Chairperson** | **Quarter 4 Salary** | **$2307.85** |
| **Supervisor #1** | **Quarter 4 Salary** | **$808.06** |
| **Supervisor #2** | **Quarter 4 Salary** | **$808.06** |
| **Supervisor #3** | **Quarter 4 Salary** | **$808.06** |
| **Supervisor #4** | **Quarter 4 Salary** | **$808.06** |
| **Town Treasurer** | **Quarter 4 Salary** | **$2077.88** |
| **Town Clerk** | **Quarter 4 Salary** | **$4732.15** |
| **WI DOR** | **State Withholding** | **$144.00** |
| **EFTPS** | **Federal Withholding-$204**  **FICA-$2117.52** | **$2321.52** |
| **First National bank** | **Bank** | **$4527.26** |
| **Sharon Douglas** | **Reissued P&Z Check** | **$27.71** |
|  |  | **$195,644.76** |