**Town of Bradford**

**Town Board Meeting**

**Tuesday, December 20, 2022 at 6:30 p.m. at the Bradford Town Hall**

**Minutes**

1. Call to Order and Roll Call

Meeting called to order at 6:30 pm. Present: Dave Moyer, Sharon Douglas, Dan Huisheere, Ben Wellnitz, Jill Bier, Marlina Jackson. Not Present: Loren Bobolz

Also present: Chief Schultz, Chief Ruosch, Officer Davis, Mike Hahn, Kris Huisheere, Char Martin

2. Pledge of Allegiance

3. Adoption of the Agenda

A motion to adopt the agenda (Ben Wellnitz/Sharon Douglas). Motion carried by voice vote with no negative vote.

4. Approval of the Minutes to the November 15th, 2022 meeting

A motion to approve the minutes to the November 15th, 2022 meeting (Ben Wellnitz/Sharon Douglas). Motion carried by voice vote with no negative vote.

5. New Business

A. Shady Hill Mobile Home Park update discussion and action

Chair David Moyer shares to the board that it was brought to his attention that there was an unsafe situation in the trailer court from a fire call. Chief Ruosch describes the call. Dispatched at 1:30pm, called out for athe smell of smoke. Furnace was tore apart, no heat in the home. Plywood was on the floor patching holes. Date of call was November 13th. Unsure if children live in the trailer. Husband and Wife. (Richard Hillan unit, lot 63). Dave asks if it was unsafe living conditions? Chief states yes. Dan asks if it was a weekend or weekday call? Chief responds that it was a weekend and no children were seen. Dave directs question to Rock County Officer if they have been called to the trailer park lately? Officer Davis states he doesnt recall. Dave asks if anything was observed at surrounding units? Chief responds no observations were made of other units. 7 fire members responded to the call and he states he can have his responders write up a report. Dave states our zoning officer is supposed to be here tonight and will be executing. Chief Schultz states a similar situation is going on within the village of Clinton. Chief Schultz for personal units he cant enter a unit unless invited in but they can request an inspection warrant. Mike Hahn states that a reason for the warrant has to be unique to a specific building or purpose. Schultz states they would have the warrant at initial call. Mike says it takes time to obtain a warrant and Dave asks on the time frame. Attorney Hahn responds that it depends on how fast a judge can act on it. Schultz states it takes about a week for a civil inspection warrant. Dave asks if we can examine outside elements without a warrant? Mikes states yes and that we have a duty to inspect based on reports using utilities if we can identify it. The current report only allows us access to lot 63. WE have to go in and try to complete safety inspections based on reports that weve gotten. Will they allow us to come in and do the inspection?We cannot be there for any other reason. Dan states the purpose is for safety and for the homeowner and if kids are involved its a priority. Mobile home park does not express that mobile home units meet a specific code standard. However there is only that habitability is going to be a requirement. Dan says it has to have a furnace. Mike says an emergency order if zoning officer determines imminent danger to welfare. We still have to assess that, voluntarily or with warrant. Number of different approaches but main thing is making sure utilities are hooked up. Chief Rousch says we could knock on door and state it is to follow up on a fire call. Trailer park roads are private but they cannot deny access to the park. Dave states that we have sheds close to the road. Jill interjects that the trailer that burned was not on us-judge deemed it ok and we lost our case as the easement changed when the road changed. Mike says that ordinance states lines go underground, not overhead. Jill asks what happens if they are in violation? Mike responds that we have the ability to order zoning violations, complying with their license, or go under the monthly parking reports. Issue a notice of violation, state violation, cite ordinance, and give them 90 days to comply. If inhabitable we remove it. THat would be an appropriate remedy. IF we identify mobile homes that are inhabitable or condemned we cannot turn a blind eye. Dave says according to the annual report there are only 35 trailers in the park. Merriam is supposed to report trailers coming and going. Mike states that our ordinance requires a monthly report. We have yet to receive one. Char asks if they have a state license. Muke says he believes so and also says theres a number of other issues here. He aks if David Merriam is still alive? Do we actually get the monthly parking fees? Jill responds that we receive quarterly payments and his last check came from Florida. Mike asks if Shady Hill Mobile Home Park is the permit holder? Who does the trailer park manager report to? Joe Hagler is the park manager and reports to David Merriam as trailer park owner. Schultz confirmed Officer Wahls spoke with Hagler and he does report to David Merriam. Mike states that given what the fire department saw and identified we need to move forward. 1st thing is to contact the on-site manager and schedule and inspection of the property. Dave says next move is to get a scheduled time with Char, Schultz, Rousch, and Dave. Mike recommends to speak to the park manager and schedule an inspection the concerns of the fire department. Not just lot 63 but every single structure. In advance of that Mike states we need to be clear on the standards of dwelling code. We can go through the health and safety with the intent to go through everything. If consent is not granted, warrant will be issued. Mike says there are limits of what we can do given the age of the facilities. As long as units were there when codes were adopted we cannot do anything. Protections for con conforming use. Significant understanding from am legal standpoint. Mike asks who owns the trailers? Is the individual or David Merriam? Dave asks about sublease? Dave states we need to do something about or we do nothing and talk about it for the next twenty years. Mike states the manager needs to provide us a list of who lives there. If a list cannot be provided, we pull the license. Schultz states we have a spanish translator. Dave says it has to be brought to safe and liveable conditions. This is not an overnight fix and could take years. Jill asks about the health department and if the pressure came from them? Merriam in the past has cleaned up. Dan asks what Dave is looking for? Dave states a motion to move forward to inspect for safety issues and visually inspect outside of properties. Schultz states he would rather be there for Char’s safety. *A motion for Char (building spector), the Chiefs (fire and police), and Dave to get a lot inspection of #63 and outside of units inspected (Dan Huisheere/Ben Wellnitz). Motion carries by voice vote with no negative vote.* Attorney Hahn advises Schultz to go to the trailer park and speak with the manager, Can issue a warning. If they are not theorem take the opportunity to do an outside visual inspection. Mike says we have not been getting or do not have a roster, tha ta letter to Merriam and cc’d to the park manager is needed or the result may be revocation of license. There is the potential for multiple violations. Mike will write a letter. Jill has a binder from 2010 and can provide Char with the information. Mike asks if Chief Rousch has a copy of the report. Dave asks how many septic systems are in the park? Jill and Sharon state 6 holding tanks in Shady Hill. Would Rock County Health Department and Welfare be helpful? Schultz states they were not helpful in the issue with the village. Dave asks about the DNR? Mike advises they are not going to be helpful in this situation.

B. Discussion and action on Joint Municipal Court

Chief Schultz reports that there has been no action in the 3rd or 4th quarter. No invoice sent.

C. Discussion and action on report by Fire District Representative

Chief Schultz reads report. Flex grant has been received. New ambulance is in service Cot installed. Battery operated cutter and spreader as well. Promoted Derek Anderson to assistant chief. Added 6 firefighters and 2 emts. TJ Ewers resigned after being at UW Stevens Point for 1.5 years. Invoiced for firetruck repairs-back on the road.

D. Discussion and action on Rock Road/Braukhoff Pit

Dave states that repairs on Minkey, Carvers Rock , and Townline Road were completed. Dave has not yet driven the roads to observe the repairs. Dan shares that he has driven them and they did a decent job. Dave states we need to meet with Rock Road in the spring and discuss long term plans.

E. Discussion and action on Recycling Contract for 2023

A motion to renew the recycling contract for 2023 with Lentells Disposal (Ben Wellnitz/Sharon Douglas). Motion carries by voice vote with no negative vote.

F. Discussion and action on date for Town Caucus (between January 2nd and January 21st, 2023)

A motion to hold the town Caucus on January 17th, 2023 at 6:30pm (Dan Huisheere/Ben Wellnitz). Motion carried by voice vote with no negative vote.

G. Discussion and Action on Election Security Grant

Marlina and Jill share that the election security grant would be for the building. 4 cameras that would be around the buildings and includes a recording system. Cameras and a locking cabinet to contain the election equipment. A discussion of hard wired vs solar was had. Board agrees solar would be better. A motion to use the Election Security grant funds to purchase a camera system and locking cabinet for election equipment in the amount of up to $1200.00. (Dan Huisheere/Sharon Douglas). Motion carries by voice vote with no negative vote.

H. Discussion and action on Zoning Officer Report

No report.

I. Discussion and action on appointment of Election Inspectors for 2023-2024

Sharon Hargarten, Jill Bier, Lorilea Reible, Jan Moter, Donna Mullooly, Vicky Douss, Mark and Jennifer Membrino, Nancy Pope. A motion to approve the election inspectors for 2023-2024 (Dan Huisheere/ Ben Wellnitz). Motion carried by voice vote with no negative vote.

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

Dan states the weather on Sunday was miserable, roads were drifted shut. Dave states the texted Pete. Loren received a call about Carvers Rock Road. Dave clarifies he texted on Saturday. Dave is in communication with Pete and communication needs to be there. Dave received calls for knocked down mailboxes. Pete checked and the fastest the plow went was 31 mph which is not out of whack. Ruth Inman called for 3-4 mailboxes.

K. 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

Has fecon work been done yet? Dave and Dan are not aware of any. Dave states he needs to follow up and is not sure how it got pushed back from the spring into the Winter. Dave sats we have $10,000 budgeted for 2022 and $10,000 budgeted for 2023. If we have them here with the machine we should have them get it done all at once. Clear weather and not 3’ of snow makes it an ideal time. Ross Miller talked to Dan about requests—including limbs on Roehl’s fenceline on Creek Road…area incluses park east to Ryan Roehl’s driveway. There was a limb on Carvers Rock Road that was an issue. BC townline Road along Waite’s by the stretch east of 140 can be added to the list if we have time.

L. Discussion and action on Town Hall Repair Committee Report

Ben talked to Dan Wellntiz and he is interested in looking at the windows for repair. Jill states if we replaced them we could leave the shutters open. Budget is $4000 annually for maintenance.

M. Discussion and action on Town Hall Building 2

Jill shared the building 2 breakdown sheet with the board and explained it. Asked board how to move they wish the funds to be moved. Using ARPA funds? Using building loan? Total of $219458.54 from checking account. Difference of $69458.84. Do we want to use the loan money towards the building and $69000 in the ARPA fund? We could use remaining funds toward the loan. Or 0 out ARPA and remaining would come off of building loan? Dave says it is shortsided. Unless taht ARPA funds need to be spent he would rather have it in out account and use ARPA funds for capital improvement. Jill says to clear out ARPA funds $219458-111000=123745 take our loan of $150000 with $26255 remaining, Dave says ARPA funds need to be saved and clear the loan first. Dave says we cannot use funds that way. Dan clarifies Jills statement to Dave. Jill aks if the board wants to proceed. A motion to table until next months meeting (Ben Wellnitz/Sharon Douglas). Motion carried by voice vote with no negative vote.

N. Discussion and action on approval of Driveway Permit Applications

None

O. Discussion and action on Utility Permit Applications

None

P. Discussion and approval of Operators Application-Hat Rack

Andie Callas applied for an Operators License. Fee paid and background check passed. Motion to approve Andie Callas as an Operator at the Hat Rack (Sharon Douglas/Ben Wellnitz). Motion carried by voice vote with no negative vote.

Q. Discussion and action of commercial building ordinance adopting SPS 361-366 and To renew UDC delegation, please update your ordinance to adopt SPS 327, Camping Units. This is required per Wis. Admin. Code [SPS 327.06(1)(a)2.](https://docs.legis.wisconsin.gov/document/administrativecode/SPS%20327.06(1)(a)2.)

Need to update ordinance to SPS. Our ordinance adopts various state codes and regulations. Dwelling code needs to be updated and amend ordinance (pages 320-325 and 327). Mike will need to do a draft ordinance. Tabled.

6. Citizen Participation

None.

7. Chairmans Report

Dave shares that it has been a long year and lots to do. Glad wer are doing something about the trailer court and needs to be a safe place to live.

8. Announcements and Reports

A. The January Town Board meeting will be held on Tuesday, January 17th, 2023 at 6:30 p.m. at the Bradford Town Hall

B. Rock County Sheriff’s Report

9. Treasurer’s Report

Jill shared treasurers report. A motion to approve the treasurers report (Ben Wellnitz/Dan Huisheere). Motion carried by voice vote with no negative vote.

10. Bills for Approval

Bills shared with the board. A discussion of cutting back on the pest services for the buildings. Dan will talk to him. Jill brings up that we were billed $11620.73 for Kemp Road. Board clarifies fees. A motion to approve the bills (Dan Huisheere/Sharon Douglas). Motion carried by voice vote with no negative vote.

11. Adjournment

A motion to adjourn (Sharon Douglas/Ben Wellnitz). Motion carried by voice vote with no negative vote. Meeting adjourned at 8:41pm.

**Bills for Approval**

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| **Rock Energy Cooperative** | **Town Hall Expense-Light** | **$86.25** |
| **Alliant Energy** | **Hwy. exp-street lights** | **$46.31** |
| **Rock Valley Publishing LLC** | **Budget-41.51**  **Election-231.86**  **Recycling-7.21** | **$280.58** |
| **Lentells Disposal** | **Recycling** | **$500.00** |
| **Clinton Community School District** | **Monthly Parking Permit Fees October** | **$220.97** |
| **Pat’s Services, Inc** | **10/1/22-11/11/22** | **$203.22** |
| **Premier Pest Elimination LLC** | **Services 11/22/22** | **$80.00** |
| **Grota Appraisals** | **3rd quarter?** | **$3950.00** |
| **Ayres Excavating** | **Milner: 285.60**  **Odling: 302.85**  **Emerald Grove: 293.70** | **$882.15** |
| **Rock County Department of Public Works** | **Grader patching $11620.73**  **Maintenance 24.75**  **Labor: 474.80**  **Equipment: 176.44**  **Small Tool 12.82**  **Admin Support 557.62** | **$12,867.16** |
| **Alcivia** | **Fuel Fill 271 gallons at $2.049** | **$555.28** |
| **Jill Bier-Reimbursement** | **Treasurer expense for year for 2022** | **$557.98** |
| **Sandra Clarke** | **Microsoft Renewal $105.49** | **$105.49** |
| **Election Systems & Software** | **Elections August/November** | **$98.83** |
| **Us Cellular** | **Service November** | **$108.98** |
| **Town Board Chairperson** | **Quarter 4 Salary** | **$2304.25** |
| **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** | **$4703.35** |
| **WI DOR** | **State Withholding** | **$152.40** |
| **EFTPS** | **Federal Withholding-$228**  **FICA-$2149.65** | **$2377.65** |
| **Credit Card Services** | **November CC statement** | **$18.85** |
| **Alcivia** | **Building 2 Hook Up** | **$310.28** |
| **Mark Katalin** | **OverPay Escrow** | **$35.82** |
| **Bryan Mantei** | **OverPay Escrow** | **$30.55** |
| **John Jacobs** | **OverPay Escrow** | **$199.63** |
| **Amy Mansfield** | **OverPay Escrow** | **$32.13** |
|  | **Total** | **$36,018.23** |