1.  Call to Order and Roll Call

Meeting called to order at 6:30 pm. David Moyer, Sharon Douglas, Loren Bobolz, Dan Huisheere, Ben Wellnitz, Jill Bier, Marlina Jackson all present. Also present: Ryan Wellnitz and Attorney Hahn

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 Town Caucus and January 17th, 2023 meeting

A motion to approve the Town Caucus minutes (Loren Bobolz/Dan Huisheere). Motion carried by voice vote with no negative vote

Loren stated that the police chiefs name was used in mistake of the fire chiefs name in the January minutes and please correct. Correction made. Motion to approve the January 17th minutes was made (Loren Bobolz/Sharon Douglas). Motion carried by voice vote with no negative vote.

5.  New Business

1. Shady Hill Mobile Home Park Discussion and Action

Attorney Hahn shared with the board that in January Mark Hazelbaker and himself met on site at Shady Hills and took a walking tour of the mobile home park. It was an eye opening experience for Attorney Hazelbaker and Attorney Hahn thinks he understands the scope of the problems. It was obvious which trailers were compliant and which were not compliant. Some trailers he agreed were probably nearly original to the park. They identified 1-2 abandoned trailers in the park. At the end they met at Attorney Hahns office and discussed issues moving forward. Mike thinks Attorney Hazelbaker is in agreement but caveat with conversation with David Merriam and wife, Attorney Hazelbaker agreed that abandoned trailers need to be removed, construction needs to cease, and he wants to work with the town to identify a plan to get in compliance. Hazelbaker relayed goals to Mike that he needs to sell the park to someone who is capable of caring for the park. Hazelbaker says if we revoke the park permit it will make it difficult to sell. He wants clear benchmarks so they know what they need to do to improve it and purchaser knows what needs to be done to maintain it. In the past we have had reassurances that improvements would be made and have never been done. Putting clear benchmarks on Merriam puts the opportunity for improvements on him. If non compliant, the license can be revoked at the fault of non compliance with Merriam. Dave Moyer is working on a list and other issues may still be found but a list is started. Mike wants to work with building inspector and doesn't want to see the town go through the expense of inspection warrants for each trailer as we would need to articulate the reason why, despite the pictures. Would like to do so with the extent that Char can identify from the outside which units have roofs caving in,walls separating, units beyond repair, etc. One questions Mike has for the board is how hard of a line do we want to draw? Example 2 trailers melded together are non compliant–do those have to go? Loren asks if we can mandate a new trailer replaces the melded together 2 unit trailers? Remove it? Move out? Mike states that we need to pursue that all construction stops and the empty trailers must go. Dan states we can give them the option to move a new trailer in and if they want to they can as a replacement for the unit they currently have. Loren says we need to look at the lots. Dave states that he talked to Tony at Rock Energy again and the phone poles that are at the expense of the power company to be replaced cannot be done as they cannot access the poles due the construction that has occurred in the trailer park. Dave suggest to Mike that we have 2 bilingual signs at each of the entrances to the park in regards to permits and construction. Mike states the units are no longer mobile considering all of the additions. Roof overs, room additions, etc are not allowed per our ordinances. Dave mentioned other trailer parks that are in the area (along I43, Darien park) that are beautifully maintained and organized. Mike says in talking with Mark Hazelbaker, he represents several other trailer parks and in respect to the location if the site is built properly and maintained properly it is a beautiful location. Some of the construction, after the obvious vacant/beyond repair units, there are units with different levels of mess such as the number of trailers melded together, most look like two units pieced together. Dan states that it has probably been 15-25 years since a trailer has been moved out of the park. Mike confirms that the trailers that are in the park are not new–but construction is new with the additions and some are major additions. Despite the fact that alot of money was put into the construction of additions it is still non compliant as it is a permanent structure on a mobile unit and no permits were obtained. The structures are compromised and Dan states the structural integrity is an issue. Mike says the low hanging fruit of issues is the abandoned/beyond repair, combined units. Some units have fences and our zoning prohibits fences in the mobile home park. The additions with the exceptions of decks, but the covered porches, car ports, some of those could easily be removed and would require additional structural removal. Those are benchmarks that could be met within a given timeframe. Dave says all construction needs to cease immediately. Dan asks Dave about the list? Dave wants to talk to Char first and compare with her info as her skills will be more specific. Dan says we need to get Dave and Chars list and Tony too with the major outside issues before board gets involved. Dave wants the signs installed immediately! Mike also would like to have the list from Dave and Char by the end of the week to make contact with Mark Hazelbaker. Mike will send a letter highlighting the main items for a starting point and make it clear that additional items can be added as we move forward. In the meantime all construction ceases, the removal of the empties is necessary, confirming the existing residents, and posting signs will all get the ball rolling. Jill asks Mike where to send the bill? Mike says send it to Hazelbaker. Dave wants the area cleaned up and expresses concerns of overflowing dumpsters, piles of litter, etc. Mike states that during the walkthrough with Mark they did not view excessive litter. Ryan Wellnitz asks what are the repercussions if the benchmarks are not met? Dave states we could revoke their license. Dave says they have until June to get it taken care of. (June is when annual license is issued). Mike states we can look at timeline between penalties and revoking the license as we have different avenue of tools to use. Loren asks about if when it becomes compliant do we think the park will sell? Mike says it will not sell in the current condition. Dan asks how many acres the park is? Park is 18 acres but those 18 acres go across the creek as well as have steep slope and trees. Dave wants to table until the next meeting. Mike wants information from Dave after he discusses with Char. Mike will get letter out next week. Mike will try to get Hazelbaker at our March meeting or April at the latest. Loren says we need to start with the vacant trailers to get a head start. Dave wants trash signs and cease construction signs installed in bilingual. A motion to table until March was made (Loren Bobolz/Dan Huisheere). Motion carried by voice vote with no negative vote.

B.       Joint Municipal Court Updates Discussion and Action

Chief Schultz not present but came to the election on Feb 21st and asked for Dave to contact him with any issues.

C.       Discussion and Action on report by Fire Department Representative

Report from Chief shared with board. Ryan Wellnitz reported to board. Old equipment has sold…income being used to purchase tires and lights. Jakes Electric is going to install LED lights. A menards credit card has been procured as they have been getting supplies from there now that Ace Hardware in town is closed. Working on scheduling an extrication training. Also looking at getting doors replaced with excess funds. Dan asks about putting plates on the doors? Doors beyond plating–have Mike looking at them. Loren states a lot of improvements have possible from teh sale of old equipment. Jill states our 2% fire dues are paid already. Ryan estimates in the 4.5 years over ½ million debt has been paid. They are still recruiting at the high school/college level. Sharon shares that she attended the WTA District meeting and they expressed concerns over the difficulties municipalities are facing with FIRE/EMS. We are fortunate to have Clinton services. Mike states that he has been in contact with the village attorney in regards to the fire agreement that is set to expire at end of the year. It is a 5 year agreement. Ryan requests to have representation present. Mike states that discussions will not likely occur until April/May. Board agrees there is room for improvement on agreement.

D.       Discussion and action on Zoning Officer Report

None

E. ~~Discussion and Action on recommendation from P&Z  for Conditional Use Permit application from Rock Prairie Dairy~~

F.       Solicitors Ordinance discussion and action

Marlina was contacted heavily by a solar company in regards to soliciting. She referred them to Attorney Hahn. Calls continued. Received 25-30 phone calls from various people in company. Dave asks if we have an ordinance regarding solicitors? Sharon states no. Mike states that some villages have ordinances in place for registration, fees, and exceptions and it would need to be tied to the sale of services/goods. Dave says he doesn't have a problem with it but isn't it our boards responsibility to know who is soliciting in our township. Board agrees that is hard to track. Mike says it is less common for towns as it doesn't happen as much. Sharon suggests we take no action for now unless it becomes an issue in the future. Board agrees. No action taken.

G.      Discussion and Action on ordinance establishing and implementing a program to charge mitigation rates for the deployment of emergency and non-emergency services by the fire department for services provided/rendered for the Town of Bradford

Ordinance shared with board. Ordinance was shared back in August but board request clarification on “resident vs non-resident”. A motion to sign the mitigation rates ordinance (Ben Wellnitz/Sharon Douglas). Motion carried by voice vote with no negative vote.

H.      Discussion and action on Zoning Officer Report

None—same as item D.

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

Potholes are an issue. Reid Road, by Gordies to Emerald Grove, By Herb Renners, by the tavern. Many potholes. The one by Bob Risseeuws is deep. Culvert by Ron and Rhondas is sinking but looks like a concrete structure. Dave is going to evaluate roads with 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, pot hole filling

Loren states the tree trimming turned out good. Board discusses the work orders approved last year and the overlays. Dave asks about posting our roads? It is going to cost between $3000-$4000 to do so. WE have 20 signs already, another 18 are needed. Not sure how enforcement would work. FOre years they have not been posted. Jill asks who it stops from driving on the roads? Farmers/garbage trucks/etc exempt. Creek Road, BC Townline from J are an issue. Dan says we can put the signs up and post it but who is going to enforce it? They will need to be caught in the act to be enforceable. Dave states the Clinton police with our joint municipal agreement. Dan says we can spend $4000 on posting it but without enforcement is irrelevant. SHaron states that the roads were not posted previously because we couldn't get enforcement. Dave says the neglect of not enforcing the roads has resulted in many of the messes we currently have. At what point do we enforce and say its a class B road and whats the point of having zoning? Discussion by board that they know its an issue but enforcement is the challenge. Dave says we could make an agreement with Clinton and put a sign on BC Townline. Sharon says the signs are in Avalon and trucks still come through there. A motion to order the signs and post the roads for up to $4000.00 \*Dave suspects it will be less\* (Sharon Douglas/Loren Bobolz). Motion carries by voice vote with no negative vote.

Discussion of snowplowing and laying salt/sand was had by board. Dave received calls of complaints about BC Townline. Rich Brandl spoke to SHaron about it as well. Dave wants to renegotiate the road agreement with Clinton as far as length of roads and responsibility of maintenance.

K.     Discussion and action on Town Hall Repair Committee Report

A estimate was received from Dan Wellntiz for replacing the old townhall windows. 4 windows (6’ double hung on top and 3’ non operating on top) including installation and materials would be $4773. Board discusses. A motion to accept the window bid from Dan Wellntiz was made (Sharon Douglas/Loren Bobolz). Motion carries by voice vote with no negative vote.

Dave shares the insurance renewal with the board. In 2022 we paid $4388. New bid is $5156 with building 2. Loren states that Rural Mutual may be an option for next year. Board discusses and wants a representative to come to the March meeting to discuss with board. Motion to table (Dan Huisheere/Loren Bobolz). Voice vote all in favor. Motion tabled.

L.     Discussion and Action on Townhall Building 2

Ben asks about the issues with the siding? Dave states he has contacted CCI and they will be coming to repair when the weather warms up. Dave points out the unfinished priming and electrical problems as well.   
Marlina and Jill share that we received our grant money and have purchased 4 security cameras, a tablet to view the footage on, and 2 locking file cabinets.

M.    Discussion and action on approval of Driveway Permit Applications

None

N.    Discussion and action on Utility Permit Applications

None

O 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.)

Attorney Hahn drafted an ordinance and updated chapter 327 of section 4 and created section 5 to adopt the commercial building code. Ordinance shared with board. Dave says its good but we need Chars input in regard to the fee schedule. A motion to table (Sharon Douglas/Dan Huisheere).Motion carried by voice vote with no negative vote. Item tabled.

P.     Discussion and Action on Mother-in-Law Ordinance from County Planning, Economic, & Community Development Office

County shared the verbage for the Mother in Law suites. Board asks why is it relevant? County has received several inquires and sees it as a future trend. Board discusses and reads verbiage. Dave has concerns how it is managed after the MIL is gone? See item D. Mike can see what our current zoning allows as far as MIL suites. Discussion amongst board. Board agrees to take no action.

Q.    Discussion and Action on 2023 Bio-Solids Permit

Application distributed to board. Board reviews. Hughes on Waite Rd will be receiving material this year. Board discussion to not use 2 miles of Waite rd as a primary haul route but instead to use BC townline. In 2022 342 load were hauled in Bradford at $50 load. Motion to approve application with the haul route exception of Waite Rd for BC Townline (Dan Huisheere/ Ben Wellntiz). Motion carried by voice vote with no negative vote. Board approved Bio Solids Permit 2023

R. Discussion and action on May meeting Date

A motion to hold the may meeting on Monday, May 15th 2023 at 6:00 pm in place of regular Tuesday board meeting night (Sharon Douglas/Loren Bobolz). Motion carried by voice vote with no negative vote

S. Discussion and action on date/time of Clerk/Treasurer Audit

Clerk/Treasurer audit will be held on Thursday, March 9th at 5:00pm

6.  Citizen Participation

none

7.        Chairman’s Report

Dave would like to hold an open house for the township. Looking at June/July/August. Sharon says July would be good. Board agrees. Dave suggests a Saturday/Sunday. Marlina suggests a Thursday evening. Board agrees. Tentatively looking at July 20th from 6;00-8:00pm. Light refreshments.

Loren says walls are blank. Board discusses. Dave suggests local photos. Discussion of photo contest. Board agrees.

8.  Announcements and Reports

A. The March Town Board meeting will be held on Tuesday, March 21st, 2023 at 6:30 p.m. at the Bradford Town Hall.

     B. Rock County Sheriff’s Report

     C. Grota Appraisals Open Book Monday, May 15th, 2023 at Bradford Town Hall from 9:00am-11:00am        Board of Review Tuesday, June 6th, 2023 at Bradford Townhall 9:00am-11:00am

    D. Darien Solar Pre-Construction Meeting, March 8th. 2023 3pm-4pm,  Darien Townhall -N2826 Foundry Rd, Darien, WI 53114

9.         Treasurer’s Report

JIll shared treasures report with board. Asks about the loan payment timeframe. WIll look into it.

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

10.       Bills for Approval

Bills shared with board. Received the security grant and $150 of the $379 on the credit card will be coming from the security grant we received.

Motion to approve the bills (Loren Bobolz/Sharon Douglas). Motion carried by voice vote with no negative vote.

10.       Adjournment

Motion to adjourn the meeting (Dan Huisheere/Ben Wellntiz). Motion carried by voice vote with no negative vote. Meeting adjourned at 9:05 pm