

**Town of Bradford  
Town Board Meeting  
Tuesday, April 18, 2017 immediately following the Annual Town Meeting  
which will begin at 6:30 p.m. at the Bradford Town Hall  
Minutes**

1. Call to Order and Roll Call

**Town Board Chair Sharon Douglas called the April Town Board meeting to order at 6:47 p.m. at the Bradford Town Hall. Also present were Supervisors Sarah Pope, Loren Bobolz, Ron Duffy, Treasurer Jill Bier, Clerk Sandra Clarke and Fire District Representative Mick Mullooly. Supervisor Ben Wellnitz was delayed.**

2. Pledge of Allegiance

3. Adoption of the Agenda

**Motion to adopt the agenda. (Ron Duffy/Sarah Pope) The motion carried by voice vote with no negative vote.**

4. Approval of the Minutes to the March 21<sup>st</sup>, 2017 and March 29<sup>th</sup> meetings

**Motion to approve the minutes to the March 21<sup>st</sup> and March 29<sup>th</sup>, 2017 meetings. (Ron Duffy/Loren Bobolz) The motion carried by voice vote with no negative vote.**

5. New Business

A. Presentation by Greg Noll on Building Inspection services

**Greg Noll was present from Municipal Zoning and Inspection Service and presented copies of his contract and fees to the Board. He stated that they currently have 14 communities in Jefferson, Rock and Walworth Counties that they do work for. He added that they provide all the services and are fully licensed. He stated that's they take pride in providing good service and availability and are as accessible as possible. Gregg Noll stated that they would provide the basics for zoning issues. The clerk noted that the Town does not issue building permits for Ag buildings but do issue electrical and if applicable, plumbing permits and the Town does require zoning permits for Ag buildings.**

**Gregg Noll stated that if the Town does want to do commercial building permits they would do those. The clerk noted that the Town does not have an ordinance for commercial building permits and presently the state provides this service.**

**The clerk asked if they would act as an agent for the Town for compliance with Act 211 for electronic permits and Gregg Noll stated that they would and he could get a number for the Town.**

**B. Discussion and action on contract with Safebuilt for building inspection**

Chair Sharon Douglas reported that as discussed last month she and the clerk had met with DA Mattox, Safebuilt Operations Manager and Chris Butschke, their Building Official. They informed the chairman and clerk that they are changing the way they would charge for permits and the Town would be in charge of collecting the permit fees. They will be charging \$75.00 per hour and that would include the site visit and the first half hour of travel here and back for a total two hour minimum. If the site visit takes longer the Town would be charged for the additional time. The Town Board would have to determine if our current fee schedule would cost the costs. She added that if the board decided to go with another firm the board would have to give Safebuilt a 60 day notice.

Ron Duffy stated that MZIS would fit better economically. Sarah Pope that if they were more competitive it was the way they should go.

**Motion to begin the process of termination of the contract with Safebuilt. (Ron Duffy/Loren Bobolz)**

**Roll Call Vote:**

**Sarah Pope, "Yes."**

**Loren Bobolz, "Yes."**

**Ron Duffy, "Yes."**

**Sharon Douglas, "Yes." The motion carried with 4 in favor, none opposed and one member absent.**

**Motion to go with Greg Noll, MZIS services at the appropriate time. (Ron Duffy/Sarah Pope)**

**Roll Call Vote:**

**Sarah Pope, "Yes."**

**Loren Bobolz, "Yes."**

**Ron Duffy, "Yes."**

**Sharon Douglas, "Yes." The motion carried with 4 in favor none opposed and one member absent.**

**C. Discussion and action on Zoning Officer Report**

**Nothing to report.**

**D. Discussion and action on report by Fire District Representative**

**Fire District Representative Mick Mullooly reported that the Fire District Board meets on May 1<sup>st</sup> and invited board members to attend. He added that the rooms for the EMTs are completed. A date has not been set for the audit.**

- E. Discussion and action on Supervisors' evaluation of their sections of roads  
Chair Sharon Douglas distributed new maps marked with the Supervisors sections of roads to check.

**Chair Sharon Douglas reported that the spring road tour had been completed by Sharon Douglas, Sandra Clarke, Ron Duffy and Bob Broege and presented copies of the results for the board members to review. She noted that board members Ron Duffy, Sharon Douglas, Ben Wellnitz, Bob Broege and Sandra Clarke and volunteers Wayne Douglas and Bill Clarke had already completed the items marked in red. The items printed in black were items to be completed. Listed also were roads needing reconstruction, seal coating, double chip sealing etc., and culverts needing work or replacement. The clerk presented the roadwork cash flow with the newly awarded contracts and updated costs included and showing the amount still available for roadwork this year to help in determining the projects to be completed this year. She noted that the bids approved and contracts awarded at the last meeting came in under the estimated costs.**

**Chair Sharon Douglas presented maps with the roads split into sections with routes designated for each Supervisor to be in charge of checking continually and reporting on for each meeting.**

- F. Discussion and action on roadwork, including but not limited to tree trimming, culvert repair and replacement, ditching, shouldering, maintenance including replacement of signs and posts, paver repair, pot hole filling, snowplowing, Creek Road, Emerald Grove and Carvers Rock Road Bridge replacements, 5-year Capital Improvement Plan, B-C Townline Culvert engineering and replacement and S. Emerald Grove Road Culvert replacement

Chair Sharon Douglas reported that the culvert on B-C Townline Road near Mary Peterson's has a hole and approximately three feet around the hole there is a softening of the asphalt. She added that she had called Dave Brandl and they had decided to have Bill Johns take a look at it and give an estimate for replacement. Bill Johns called and reported that there are actually three holes in the top of the culvert. Chair Sharon Douglas reported that the Town of Clinton Board had met on Monday night and had agreed to split the cost with the Town of Bradford. The total cost is \$4,775.00 and each Town's share would be \$2,387.50.

Ron Duffy asked if there was enough clearance for a round pipe or if they would need to get a squash pipe. Mike Johns stated that there was enough clearance for a

round pipe. Ron Duffy asked if the pipe would be aluminized steel and Mike Johns replied that it would and was 16 gauge.

**Motion to partner with the Town of Clinton for replacement of the culvert on B-C Townline Road. (Ron Duffy/Sarah Pope)**

**Roll Call Vote:**

**Sarah Pope, "Yes."**

**Loren Bobolz, "Yes."**

**Ron Duffy, "Yes."**

**Sharon Douglas, "Yes."**

**The motion carried with 4 in favor 0 opposed and one members absent.**

**Chair Sharon Douglas reported that she and Wayne Douglas had been out straightening signs and putting in new posts and signs. She added that a lot of the potholes have already been filled by Ron Duffy, Sandy and Bill Clarke, Wayne, Sara and Sharon Douglas. She added that when Jack Perkins was in office he had gotten a quote from Churchill's for pot hole filling. She reported that the charge would have been \$32.00 per hour for one person and \$234.00 per day for the truck. She stated that she had asked Mike Johns if he would be interested in doing this and he was not interested. She stated by having board members volunteer to do this, it saves the Town approximately \$10,000 to \$15,000 per year.**

**Chair Sharon Douglas reported that she and Wayne Douglas had gotten a load of gravel and filled in the big holes on Avalon Road near Highway 140 on the north and south sides. She added that Ben Wellnitz had come with his skid steer and straightened up some of the torn up grass on Scott Street.**

**Chair Sharon Douglas reported that another load of QPR is needed since the cold patch pile is now down to one trailer load. She added that the old material the Town had received for free and has no oil in it was removed from the pile by Richard Kuhlow, and he and Ben Wellnitz will be placing that in the triangle at the intersection of Creek and O'Riley Roads. The Board agreed to get another load of QPR cold patch.**

**The double arrow sign on Creek Road at the end of Emerald Grove Road needs replacing.**

**Ben Wellnitz was present at 7:25 p.m.**

**Chair Sharon Douglas reported that Bob Bier had dug four holes for new stop signs. Ron Duffy pointed out that the cost of 4 stop signs and the posts was about \$50.00 each and the County had previously charges about \$350.00 per sign installed, so for those four signs alone the Town Board members had saved the Town about \$1200.00 by the Town purchasing the signs and board members doing the installation.**

**Chair Sharon Douglas reported that the notice for a meeting with potential contractors for tree and brush removal was published in the paper and sent out to 12 contractors including: Ideal Midwest LLC, Baker Tree Service, Midwest Tree Service and Excavating Inc., Bill Johns Excavating, Clift Tree Service, Ginner Tree Service, Popanz Tree Service, Aspen Tree Service, Asplund Tree Service, A Shade Better Tree Service, and Ayre Excavating. She announced that she had set up a meeting for May 24<sup>th</sup>, 2017 starting at 6:30 p.m. at the Town Hall with interviews every 15 minutes. Contractors have until May 1<sup>st</sup> to call and set up an interview time with Board Members.**

**Supervisor Ron Duffy presented pictures of the area on the west side of Emerald Grove Road south of Avalon Road needing ditching since the water is starting to cut out the asphalt, and the culvert near Fire No. 3635 S. Emerald Grove Road needing replacement. Ron Duffy stated that since mobilization of equipment for a project is a large cost and Brian Ayre will be doing work in the area soon on Creek Road near Emerald Grove Road it would be a good time to get this done. Mick Mullooly is removing some trees near there. Ron Duffy stated that the culvert would be eligible for cost sharing in the County Bridge and Culvert Aid Program and even if they may not have funds available until 2018, it would be important to get a resolution and petition for County Bridge and Culvert Aid done as soon as possible. Ron Duffy stated that the ditching would probably not exceed \$1500. Loren Bobolz said they should wait until closer to doing the construction where the culvert is. Ron Duffy stated that they try to get the ditching and culvert replacement done ahead of time before reconstructing the pavement to allow compaction so there is not settling later. Motion to do the ditching in the areas designated and give Sharon Douglas the authority to contract not to exceed \$1500. (Ron Duffy/no second)**

**Sharon Douglas stated that she would get an estimate and set up a special meeting. Ron Duffy stated that if the Board did the seeding and erosion control mat it would save a lot. Loren Bobolz stated that he would ditch it out with his skid steer.**

**Sharon Douglas distributed booklets made up by Ron Duffy to aid in road work planning. They noted that this is a Paser Rating year.**

**Supervisor Ron Duffy had taken pictures of many of the culverts while doing the spring road tour. Sarah Pope stated that she would take pictures of the remaining culverts needing photos on the west side and those on the east side of the Town.**

**Jill Bier reported that she and the Workenders were unable to clean ditches on April 4<sup>th</sup> because of the wet weather but had done a little over 3 miles on April 11<sup>th</sup>.**

G. Discussion and action on Town Hall Repair Committee Report  
**Nothing to report.**

H. Discussion and action on approval of Driveway Permit Applications  
**No applications were received.**

I. Discussion and action on approval of Utility Permit Application  
**No applications were received.**

J. Discussion and action on Clinton Senior Citizens Center and Rock County Land Conservation Clean Sweep  
**The Town has not received a request from Land Conservation for a Clean Sweep donation.**  
**Motion to donate \$500.00 to the Clinton Senior Citizens Center. (Ron Duffy/Ben Wellnitz)**

**Roll Call Vote:**

**Sarah Pope, "Yes."**

**Loren Bobolz, "Yes."**

**Ron Duffy, "Yes."**

**Ben Wellnitz, "Yes.;"**

**Sharon Douglas, "Yes." The motion carried unanimously.**

**A notice will be put on the website about the Senior Citizens Center.**

K. Discussion and action on Town Hall mowing contract

Chair Sharon Douglas reported that Gail Kuhlow has mowed the Town Hall grounds for at least nine years for the same amount of \$300.00 per year.

**Motion to continue with Gail Kuhlow mowing and trimming around the Town Hall for \$300.00. (Loren Bobolz/Sarah Pope)**

**Roll Call Vote:**

**Sarah Pope, "Yes."**

**Loren Bobolz, "Yes."**

**Ron Duffy, "Yes."**

**Ben Wellnitz, "Yes."**

**Sharon Douglas, "Yes." The motion carried unanimously.**

L. Discussion and action on date for Board of Review

**Motion to set the first meeting of BOR for five minutes at 6:20 p.m. on May 16, 2017 with the May Board meeting to follow at 6:30 p.m. (Ben Wellnitz/Ron Duffy) The motion carried by voice vote with no negative vote.**

**Motion to set the second meeting of Board of Review for Monday, August 28<sup>th</sup> from 6:00 p.m. to 8:00 p.m. (Ben Wellnitz/Sarah Pope) The motion carried by voice vote with no negative vote.**

M. Discussion and action on appointment to Fire Board for a two-year term currently held by Mick Mullooly

**Chair Sharon Douglas appointed Mick Mullooly to the Fire Board for a two-year term.**

**Motion to confirm the appointment. (Ben Wellnitz/Loren Bobolz)**

**Roll Call Vote:**

**Sarah Pope, "Yes."**

**Loren Bobolz, "Yes."**

**Ron Duffy, "Yes."**

**Ben Wellnitz, "Yes."**

**Sharon Douglas, "Yes." The motion carried unanimously.**

N. Discussion and action on appointment of Planning and Zoning Committee Members: for a one-year term and for two three-year terms

**Sharon Douglas appointed Jim Churchill for a three year term. Motion to confirm the appointment. (Sarah Pope/Loren Bobolz)**

**Roll Call Vote:**

**Sarah Pope, "Yes."**

**Loren Bobolz, "yes."**

**Ron Duffy, "Yes."**

**Ben Wellnitz, "Yes."**

**Sharon Douglas, "Yes." The motion carried unanimously.**

**Sharon Douglas appointed Carie McGinnis to a three-year term. Motion to confirm the appointment. (Sarah Pope/Ron Duffy)**

**Roll call Vote:**

**Sarah Pope, "Yes."**

**Loren Bobolz, "Yes."**

**Ron Duffy, "Yes."**

**Ben Wellnitz, "Yes."**

**Sharon Douglas, "Yes."**

**Motion carried unanimously.**

**Ron Duffy appointed Sharon Douglas to the one-year term. Motion to confirm the appointment. (Ben Wellnitz/Sarah Pope)**

**Roll Call Vote:**

**Sarah Pope, “Yes.”**

**Loren Bobolz, “Yes.”**

**Ron Duffy, “Yes.”**

**Ben Wellnitz, Yes.” The motion carried with for in favor and one member abstaining.**

- O. Discussion and action on appointment to the Board of Adjustment for a one-year term  
**Sharon Douglas appointed Andy Hargarten to a three-year term to Board of Adjustment. Motion to confirm the appointment. (Ron Duffy/Loren Bobolz)**

**Roll Call Vote:**

**Sarah Pope, “Yes.”**

**Loren Bobolz, “Yes.”**

**Ron Duffy, “Yes.”**

**Ben Wellnitz, “Yes.”**

**Sharon Douglas, “Yes.” The motion carried unanimously.**

- P. Discussion and action on renewal of Wisconsin Towns Association Membership  
**Motion to renew the membership for the Wisconsin Towns Association with the educational videos. (Sarah Pope/Ben Wellnitz)**

**Roll Call Vote:**

**Sarah Pope, “Yes.”**

**Loren Bobolz, “Yes.”**

**Ron Duffy, “Yes.”**

**Ben Wellnitz, “Yes.”**

**Sharon Douglas, “Yes.” The motion carried unanimously.**

- Q. Discussion and action on WTA On-line Educational Service  
**See motion above.**

- R. Discussion and action on mobile home park license for Shady Hill Mobile Home Court  
**Motion to issue the mobile home park license for Shady Hill Mobile Home Court. (Ron Duffy/ Loren Bobolz) The motion carried by voice vote with no negative vote.**

6. Citizen Participation

**Fred Bobolz asked several questions of the Board.**

7. Announcements and Reports



- a. **The May Town Board meeting will be held on Tuesday, May 16, 2017 at 6:30 p.m. at the Bradford Town Hall with the first meeting of Board of Review at 6:20 p.m.**
- b. **There was no Rock County Sheriff's Report.**
- c. **Paradigm has invited the Town Chairs from surrounding areas to attend a presentation on the 2017 WI Pipeline Safety and to participate in a coordinated response exercise for a pipeline/gas leak on May 4<sup>th</sup> at 5:30 p.m. in the evening and Chair Sharon Douglas will be attending.**
- d. **Chair Sharon Douglas read the County Board Resolution recognizing and commending the Recount Workers, election officials and County and Municipal Clerks for their work on the Presidential Election Recount.**
- e. **The Board received a thank you card for the plant sent to Marilyn Larsen whose husband Bob passed away. Marilyn Larsen served for 34 years as Town Treasurer.**
- f. **Sharon Douglas reported that she and Sandra Clarke attended the 2017 Spring Workshop for Emergency Operations on March 28<sup>th</sup>. A mock tornado watch and warning will take place this Thursday, April 20<sup>th</sup>. Many local TV and cable stations will be participating in the drills and alerts will be issued over the NOAA weather radios.**
- g. **The Department of Safety and Professional Services have recently made changes on the way soil erosion control audits will be done. The audits are done every three years per Wis. Statutes 101.653(5) (b) 2. A new process of self-verification for soil erosion control plans will be done per an online survey. If we are chosen for an in person audit, we would be notified by the department.**
- h. **Chair Sharon Douglas reported that she and Sandra Clarke attended the Turnout for Transportation event last September hosted by the WTA. The event was held in 71 counties at 69 different locations at the same time to talk about the necessity to invest in our transportation system if we desire a 21<sup>st</sup> century economy. She added that many legislators were present and heard our concerns regarding the condition of Wisconsin's infrastructure and its impact on Wisconsin residents and businesses. She reported that in order to keep the of sustainable transportation funding in front of our state elected leaders, the Transportation Development Association is collaborating with the WTA, Wisconsin Counties Association and the League of Wisconsin Municipalities to host a Capital Day in Madison on Wednesday, May 10<sup>th</sup> starting at 8 a.m. at the Madison Club. The event is free and there will be office visits at the capital where you would have the opportunity to meet with the Joint Finance Committee chairs, Senator Jerry Petrowski and Representative Keith Ripp, who are two of the most influential people who can help their colleagues understand**

**how great the needs are. Sharon Douglas is planning on attending and told board members that they would need to RSVP by May 3<sup>rd</sup>.**

8. Treasurer's Report

**Motion to approve the Treasurer's Report. (Ben Wellnitz/Ron Duffy) The motion carried by voice vote with no negative vote.**

9. Bills for Approval

**Motion to approve the bills for payment. (Ben Wellnitz/Loren Bobolz) The motion carried by voice vote with no negative vote.**

10. Adjournment

**Motion to adjourn. (Ben Wellnitz/Ron Duffy) The motion carried by voice vote with no negative vote.**

**Respectfully submitted,**

**Sandra Clarke, Clerk**

Bills for Approval

|                                   |  |          |
|-----------------------------------|--|----------|
| Rock Energy Cooperative           | Town Hall Light  | \$28.62  |
| Alliant Energy                    | Hwy. exp.- street lights   | 53.09    |
| Rock Valley Publishing LLC        | Publications-recycling=21.38,<br>Hwy. exp.=122.60,<br>Town Bd. exp.=71.45,<br>Election exp.=415.58 | 631.01   |
| Lentells Disposal                 | Recycling contract payment   | 400.00   |
| Clinton Community School District | Monthly Parking Permit Fees-<br>April  | 216.34   |
| Clinton Community School District | Mobile Home Park Lottery Credit  | 1,165.25 |
| Pat's Services, Inc.              | Town Hall exp.-(3-18 to 4-14-2017)   | 90.00    |
| Nowlan & Mouat LLP                | Legal Fees- Building Inspector=37.00,<br>Churchill=262.50,   |          |

|                                |  |                    |
|--------------------------------|--|--------------------|
|                                | Ryan Scott rezone=37.00  | 336.50             |
| Safebuilt                      | Building Inspection-   |                    |
| J & L Appraisals, LLC          | Assessment-maintenance=1,875.00,<br>Interim market update of<br>Assessments=2,000.00   | 3,875.00           |
| Wisconsin Towns Association    | Town Board exp.-Dues   | 776.92             |
| Wisconsin Towns Association    | Town Board exp.- Online<br>Educational Service (if approved)   | 50.00              |
| Batterman                      | Hwy. exp.-topographic survey,<br>engineering design and permitting,<br>bidding and contract services                                   | 7,240.00           |
| Ron Duffy                      | Town Board exp.-materials for<br>Capital Improvement Plan  | 17.76              |
| Sharon Douglas                 | Town Board exp.-printer<br>Cartridges-127.71,<br>Internet (Jan-April)-223.94,<br>Mileage-209.00= 560.65<br>Hwy. exp.-sign posts=134.72 | 695.37             |
| Sandra Clarke                  | Town Bd. Exp.= funeral<br>Plant-Larsen   | 56.40              |
| Clinton Senior Citizens Center | Donation   | 500.00             |
| Carie McGinnis                 | Poll Worker Per Diems  | 100.00             |
| Jo Wetmore                     | “ “  | 100.00             |
| Vicky Duoss                    | “ “  | 100.00             |
| Carol Esselman                 | “ “  | 50.00              |
| Kaye Niquet                    | “ “  | 100.00             |
| Donna Mullooly                 | “ “  | 50.00              |
| Intab, LLC                     | Election exp.-badges & stickers  | <u>33.27</u>       |
|                                | <b>Total</b>   | <b>\$16,665.53</b> |