

**Town of Bradford**  
**Town Board Meeting**  
**Tuesday, March 21, 2017 at 6:30 p.m. at the Bradford Town Hall**  
**Agenda**

1. Call to Order and Roll Call

**Town Board Chairperson Sharon Douglas called the March Town Board meeting to order at 6:30 p.m. Also present were Supervisors Bob Broege, Ron Duffy and Ben Wellnitz, Treasurer Jill Bier, Clerk Sandra Clarke and Fire District Representative Mick Mullooly. Supervisor Andy Rye was absent.**

2. Pledge of Allegiance

3. Adoption of the Agenda

**Motion to adopt the agenda. (Ben Wellnitz/Bob Broege) The motion carried by voice vote with no negative vote.**

4. Approval of the Minutes to the February 14<sup>th</sup>, 2017 meeting

**Motion to approve the minutes. (Ron Duffy/Bob Broege) The motion carried by voice vote with no negative vote.**

5. New Business

A. Discussion and action on bids for Avalon Road culvert extensions project, Emerald Grove Road culvert replacement project and Creek Road Paver Repair Project

**The bids were opened. The Avalon Road Culvert extension project bids were addressed first.**

**Avalon Road Culvert Extension Project Bids were as follows:**

**Ayre Excavating bid of \$17,450 for poured in place extensions.**

**Ayre Excavating bid of \$14,050 for precast extensions.**

**Johns Excavating bid of \$6,960 for poured in place extensions.**

**Johns Excavating bid of \$6,653 for precast extensions.**

**Ideal Midwest LLC bid of \$12,149.50 for poured in place extensions.**

**Ideal Midwest LLC bid of \$12,222.00 for precast extensions.**

Bill Johns stated that for the precast extensions, they have cables that are bolted in place instead of dowels and when they pull them together they caulk them. He added that they need to saw cut the ends and bottom so they fit together. He stated that for the poured in place he had someone to pour the concrete. He would take out and put shot rock in and have them pour it in place. The concrete would have fiber in it. Ron Duffy asked if the precast extensions would match exactly and Bill Johns replied that they would be exactly as what is there. Ron Duffy asked if, since this is pre-existing and they are going to asphalt over it, if it will be tight together. Bill Johns stated that they would have to cut the wing walls and the floor and it would. Ron Duffy noted that it was a very advantageous price. Bill Johns stated that it is poured with rods and mesh so it has steel in it. He added that the contractor has 40 years of experience. Ron Duffy stated that if it was poured in place the vibration of traffic could affect it before it cured.

**Motion to go with Johns Excavating bid with the precast extensions. (Bob Broege/Ben Wellnitz)**

**Roll Call Vote:**

**Bob Broege, "Yes."**

**Ron Duffy, "Yes."**

**Ben Wellnitz, "Yes."**

**Sharon Douglas, "Yes." The motion carried 4 to 0 opposed.**

**The Emerald Grove Road Culvert Project Bids were opened.**

**Rock Road Companies bid was \$26,095.31 with asphalt.**

**Ayre Excavating bid \$7,445.00.**

**Johns Excavating bid \$4,780.36.**

**Ideal Midwest LLC bid \$6,089.05.**

Bill Johns suggested that when they saw cut they do so one foot inside of the orange lines so that when the asphalt is placed they can saw cut again.

**Motion to go with Johns Excavating for \$4,780.36. (Bob Broege/Ben Wellnitz)**

**Roll Call Vote:**

**Bob Broege, "Yes."**

**Ron Duffy, "Yes."**

**Ben Weelnitz, "Yes."**

**Sharon Douglas, "Yes." The motion carried with 4 in favor and 0 opposed.**

**The bids for the Creek Road Paver Repair Project were opened.**

**W. N. Yoss Construction Inc. bid \$16,595.00 plus \$998.00 for Geotextile, for a total of \$17,593.00.**

**Ayre Excavating bid \$17,240.65.**

**Rock Road Companies bid \$21,486.38 plus \$995.00 for Geotextile, for a total of \$22,481.38.**

**Ideal Midwest LLC bid \$17,772 plus Geotextile at \$1.25/sq. yd. (approximately \$1000.00) for a total of approximately \$18,772.**

**The lowest bid did not indicate the grade of material so the board did not know if they specified the same material.**

**Motion to table until after the 24<sup>th</sup> when the special meeting is set up for the B-C Townline Road culvert project award of contract. (Ben Wellnitz/Ron Duffy)**

**The motion carried by voice vote with no negative vote.**

**B. Discussion and action on application for Bio-solids hauling and application**

The Board reviewed the application.

**Motion to approve the application for Bio-solid hauling and application for the City of Beloit. (Bob Broege/Ron Duffy) The motion carried by voice vote with no negative vote.**

**C. Discussion and action on brush cutting and tree removal in right-of-way**

Chair Sharon Douglas reported that she had spoken with Jeff Waller, Supervisor for LaPrairie Township who informed her that they do not send out any letter to residents requiring them to remove trees and brush in their right of way. He stated that a letter had been in the past sent out when Gordon Hill was on the board. Jeff Waller stated that the County cuts what needs to be removed and the County told them that it is the Town's responsibility to remove trees and cut brush in the Town's right of way. He stated that what they do at their Annual Meeting is that they state that any resident may trim trees and brush within the highway right of way without the Town's permission. Jeff Waller agreed that you cannot ask a landowner to perform such a service due to the fact that the Town may be liable for any injuries or damage that may occur since the Town in effect, is making the landowner an agent of the Town. Chair Sharon Douglas advised that they needed to keep in mind that it is the Town's obligation and duty to keep the Town roads safe and that includes the duty to remove roadside brush, trees and grass that could pose a road safety problem. She added that uncontrolled brush can limit sight distances and may intrude onto the travel way itself. She stated that she would present this at the Annual Meeting next month.

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

Chair Sharon Douglas reported that she and the clerk had met with DA Mattox, Building Operations Manager and Chris Butschke, Building Official from Safebuilt

who informed Sharon that they are changing the way they charge for permits. They had stated that under the new proposal, the Town would be in charge of collecting the permit fees. They will let the Town know what to charge and they will be charging \$75.00 an hour that will include the site visit and the first ½ hour of travel time here and back for a total two hour minimum. If the site visit goes longer the Town is charged for the additional time. It is up to the Town to determine if our fee schedule will cover the cost under their proposed changes. Chair Sharon Douglas reported that she had called all the other inspectors listed in the directory and none would be able to handle our Town inspections. One did not return the call.

Gregg Knoll, Municipal Zoning and Inspection from Jefferson was recommended and is meeting with the Town of Johnstown. They are also picking up the Town of Lima and have the Town of Whitewater. They would also take care of the electronic filing that is required by January 1, 2018. Chair Sharon Douglas asked him to attend the April meeting for a presentation for the board.

E. Discussion and action on road inventory

Chair Sharon Douglas stated that in July of last year it was discussed that an update of the road inventory be done for hauling of materials for the replacement of the Carvers Rock Road Bridge over Turtle Creek that is to occur this summer. It was decided at that time to wait until this spring so the road inventory would be up to date prior to the hauling. The original road inventory was done in 2011. The cost of the update is \$3200.00.

**Motion we go with Batterman to do the update of the road inventory. (Bob Broege/Ron Duffy)**

**Roll Call Vote:**

**Bob Broege, “Yes.”**

**Ron Duffy, “Yes.”**

**Ben Wellnitz, “Yes.”**

**Sharon Douglas, “Yes.” The motion carried with 4 in favor and 0 opposed and one member absent.**

F. Discussion and action on execution of Bridge Replacement Agreement for Creek Road Railroad Bridge

Chair Sharon Douglas reported that the cost share on the Creek Road Bridge replacement project is \$140,000 each for the Town, County and WSOR railroad. The railroad has signed the agreement.

**Motion to sign and execute the Creek Road Railroad Bridge replacement agreement. (Ron Duffy/Ben Wellnitz)**

**Roll Call Vote:**

**Bob Broege, “Yes.”**

**Ron Duffy, “Yes.”**

**Ben Wellnitz, “Yes.”**

**Sharon Douglas, “Yes.” The motion carried with 4 in favor and 0 opposed and one absent.**

G. Discussion and action on Zoning Officer Report

**No permits were issued.**

H. Discussion and action on report by Fire District Representative

Fire District Representative Mick Mullooly reported that the walls are up for the sleeping quarters for the EMS. There was nothing on the audit of the Fire District records.

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

Ron Duffy reported that there are some potholes on Kemp Road north of Town Hall Road and the intersection of Creek and Carvers Rock Roads. He added that on Creek Road by Reid Road there is a large trunk of a tree in the ditch. Ben Wellnitz stated that he could trim by Jackson’s and on Creek Road. Loren Bobolz stated that Maple Lane is getting rough by the LaPrairie town line from the trucks turning around.

Jill Bier reported that she has the Work-enders coming out to pick up trash in the ditches on April 4<sup>th</sup> and 11<sup>th</sup>. Creek Road, O’Riley Road and Avalon Road by Highway 14 were suggested to start with.

Bill Johns asked if someone could take a skid steer and move the big limbs on the northwest corner of Carvers Rock Road and Town Hall Road.

Ron Duffy stated that they had agreed to a line item of \$10,000 per year for tree removal and brush cutting in the right of way with \$7500 to be used and \$2500 for emergencies or if not needed for emergencies, to be rolled over into the following year. He noted that there are numerous places where they can’t get in to cut off to the fence line. Anyone contracted for this would have to be available for emergencies. The board discussed a notice and/or bids and would need decide on information for bids or a notice. It was noted that Avalon Road on the east side south of Highway 14 would be one place to cut.

Sharon Douglas reported that Jeff Waller wanted to know if the Board would want to place a “No Thru Trucks” sign up on Avalon Road near Highway 140. They had received a call from their resident that semis are coming down Avalon Road. They have a sign placed in their Town on Avalon Road near County J. Jeff Waller stated that they would pay for the sign and put it up. Sharon Douglas stated that she had seen an increase in non-agricultural semis going through.

**Motion that we put up “No Thru Truck” signs on Avalon Road. (Ron Duffy/Ben Wellnitz) The motion carried by voice vote with no negative vote.**

**Motion that we pay for two signs. (Bob Broege/Ben Wellnitz) The motion carried by voice vote with no negative vote.**

- J. 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 Scott Herrling from Crack Filling Service had checked the Town roads and said that nothing would benefit from crack filling this year. Sharon Douglas told him that the board had to set up the spring road tour and after it they would let him know if they found any roads that would benefit.

The board decided to conduct the Spring Road Tour on Saturday, April 1<sup>st</sup> starting at 8:00 a.m. The board will split into two groups with one to do the east side and the other to do the west side. A notice will be posted.

Chair Sharon Douglas reported that the bid opening for the B-C Townline Road culvert project would be held on Friday, March 24<sup>th</sup> at Battermans and she will set up a meeting with the Town of Clinton for the next week, possibly the 27<sup>th</sup> or 28<sup>th</sup> to award the contract, depending on when the Town Board of the Town of Clinton can attend.

Chair Sharon Douglas reported that she and Wayne Douglas have been filling potholes on Creek, O’Riley, Emerald Grove, Larsen and Carvers Rock Roads and applied three loads of cold patch.

Chair Sharon Douglas reported that the salt agreement came today and the board agreed to have Sharon Douglas fill out the application. She will check on the amount left from this year also.

**Motion to authorize Sharon Douglas to order the quantity to add to the amount left over to equal 150 tons and to order the 30 ton reserve. (Ron Duffy/Bob Broege) The motion carried by voice vote with no negative vote.**

Supervisor Ron Duffy reported on his work on the 5-year Capital Improvement Plan and his creation of a manual for each of the board members for education and reference on roadwork. 2017 projects include Carvers Rock Road Bridge over Turtle Creek, B-C Townline Road culvert replacement, Emerald Grove Road culvert replacement, Creek Road paver repair project, Avalon Road culvert extensions, maintenance and tree removal. 2018 Projects include Creek Road railroad Bridge replacement project, chip seal on Reid Road. 2019 projects include the Emerald Grove Road Railroad Bridge replacement project which may occur in 2019 or 2020.

Potential projects to be scheduled are: Emerald Grove Road from Avalon Road to Highway 14, Emerald Grove Road from Larsen Road to Avalon Road, Odling Road, O'Riley Road from the railroad tracks to Creek Road, Creek Road from Odling Road to the bridge over Turtle Creek, Inman Road, Kemp Road from Highway 14 north to the Johnstown town line, Town Hall Road from Trescher Road to Carvers Rock Road and important culverts. He advised that some of the roads would be scheduled based on when the bridges are done. He urged members to consider these projects and timelines for a special meeting to finalize the Capital improvement Plan.

The closest WIS DOT seminar on roadwork is the meeting to be held in Barneveld on April 21<sup>st</sup>. Board members were urged to contact the clerk for reservations if they will be able to attend.

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

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

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

N. Discussion and action on 2017 Town Insurance renewal of 2-yr. Blanket Bond and Workers Compensation policies  
**Motion to approve the 2-year Blanket Bond Insurance. (Bob Broege/Ben Wellnitz) The motion carried by voice vote with no negative vote.**

6. Announcements and Reports

- a. **The April Town Board meeting will be held on Tuesday, April 18, 2017 immediately following the 2017 Annual Town Meeting which will begin at 6:30 p.m. at the Bradford Town Hall.**
- b. **The Rock County Sheriff's Report was reviewed.**
- c. **Chair Sharon Douglas reported that at no cost to the Town, Attorney Moore's office will be setting up a meeting to review the Town of Bradford's record systems, including the website, records of ordinances, resolutions and permits, and compilation of the municipal code. Attorney Moore's assistant, Kaylynn Vernon will be working with us to assure that they are doing the best job they can for their municipal clients in the age of technology. The ordinances will be up on the website as soon as Attorney Moore finishes codifying the last ordinances adopted.**

7. Treasurer's Report

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

8. Bills for Approval

**Motion to approve the bills for payment. (Bob Broege/Ron Duffy) The motion carried by voice vote with no negative vote.**

9. Adjournment

**Motion to adjourn. (Ron Duffy/Ben Wellnitz) The motion carried by voice vote with no negative vote. The meeting was adjourned at 9:02 p.m.**

**Respectfully submitted,**

**Sandra Clarke, Clerk**