

**Town of Bradford  
Town Board Meeting**

**Tuesday, January 15, 2019 immediately following the 2019 Town Caucus 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 January Town Board to order at 6:38 p.m. at the Bradford Town Hall. Also present were Supervisors Loren Bobolz, Dan Huisheere and Ben Wellnitz, Treasurer Jill Bier and Clerk Sandra Clarke. Supervisor Sarah Pope was absent.**

2. Pledge of Allegiance

3. Adoption of the Agenda

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

4. Approval of the Minutes to the December 18, 2018 meeting

**Motion to approve the minutes to the December 18, 2018 meeting. (Ben Wellnitz/Dan Huisheere) The motion carried by voice vote with no negative vote.**

5. New Business

A. Representative of the Delavan Darien School District Board

**The representative had called and said she would not be attending.**

B. Discussion regarding Town Emergency Management Plan

**Chair Sharon Douglas reported that she had developed an Emergency Management Plan and Director of Emergency Management Shena Kohler would review it on Thursday night, as she will be present at the WTA Rock County Unit meeting. She added that after review she would make copies for the other board members to review for any changes or additions.**

**Chair Sharon Douglas stated that one of the requirements for the plan is to have all board members take the online courses, IS-700 which is the introduction to the National Incident Management System and ICS-100 which is the introduction to the Incident Command System. She added that there may be possibility that Rock County may host an in-class session if**

**enough people are interested. Sharon Douglas told the board members that she would give an update next month on how to proceed with the on-line classes which are free and have an exam to take after each course.**

- C. Discussion regarding hosting WTA Rock County Unit meeting on Thursday, January 17, 2019 at the Town Hall

**Chair Sharon Douglas reported that she and Sandra Clarke had purchased supplies for hosting the WTA Rock County Unit meeting on Thursday night. Jill Bier was making barbeque, there would be ham for sandwiches and she had ordered potato salad. The board members were making desserts.**

- D. Discussion and action on 2019 Recycling Contract

The clerk reported that Lentells Disposal will furnish the recycling drop-off for the same amount of \$4800.00 as last year and a contract had been drawn up.

**Motion to approve the recycling contract for Lentell's Disposal for \$4800.00. (Dan Huisheere/Loren Bobolz) The motion carried by voice vote with no negative vote.**

- E. Discussion and action on revised Recycling Ordinance

Chair Sharon Douglas stated that the recycling ordinance had been revised according to the DNR sample recycling ordinance and included the definition for glass, a requirement for all haulers in the Town to report the actual or estimated amounts of material picked up in the Town to the Town Clerk by February 15<sup>th</sup> of the following year and the higher fees as required in the sample ordinance.

**Motion to adopt the revised Recycling Ordinance No. 49-2019. (Loren Bobolz/Ben Wellnitz) The motion carried by voice vote with no negative vote.**

- F. Discussion and action on approval of Perkins Land Division Ordinance amendment

**Motion to approve the zoning ordinance amendment, Ordinance No. 48-2019 for the Perkins land division and rezoning previously approved. (Dan Huisheere/Ben Wellnitz) The motion carried by voice vote with no negative vote.**

- G. Discussion and action on approval of a road agreement for Art Fish parcel

**Motion to approve the road agreement for Art Fish for Avalon Services for the new parcel. (Loren Bobolz/Dan Huisheere) The motion carried by voice vote with no negative vote.**

- H. Discussion and action on reservations for WTA District meeting on March 2, 2019 at 841 Brewhouse in Whitewater from 7:45 a.m. to 3:35 p.m.

The WTA District meeting topics will include Town Insurance fundamentals, Municipal Financial Report- Form CT and its General Transportation Aids implications. The Clerk, Chairman and Supervisors will attend the meeting.

- I. Discussion of Town Insurance renewal

The clerk asked the board members if they wanted a quote for the insurance and if they wanted to check on other companies. Loren Bobolz asked if the insurance would cover his skid steer or other equipment when the board members do volunteer work such as emergency tree cleanup. **The agent will be contacted to see if she can attend the February meeting to answer any questions the board members may have.**

- J. Discussion and action on approval of Operator's License

The clerk reported that the applicant Gretchen Quinn had paid the fee for a one-year license and she had run the record check and the application was ready for approval.

**Motion to approve the Operator's License. (Ben Wellnitz/Loren Bobolz)  
The motion carried by voice vote with no negative vote.**

- K. Discussion and action on report by Fire District Representative

Sharon Douglas reported that Chief Wright's report included 7 fire runs and 22 EMS runs for December. The total runs to date are 407 compared to 450 in 2017. The billing company is going to change with a savings of 5.5% in their income split. Training will see a different look in 2019 with the 1<sup>st</sup> Wednesday for Officer training, the 2<sup>nd</sup> Monday for Fire training, the 3<sup>rd</sup> Monday for EMS training and the 4<sup>th</sup> Monday will be a combined EMS/Fire training and meeting. She added that in addition, Chief Wright has redeveloped EMS and Training Committees along with the joining of a Countywide Training Committee. Officer testing was completed and she and Ryan Wellnitz were able to be part of the interviewing process. The Fire District Board approved Colin Cleland for Assistant Chief, Derrick Anderson for Deputy Chief, Marc Thompson for Captain 1, Charles for Captain 2, Chris Rutledge for Lieutenant 1 and Kevin Bauman for Lieutenant 2. The position for 2<sup>nd</sup> Lieutenant was Brandon. The new officers will

be sworn in at the February meeting. Goals for 2019 will be to develop quality training, start a comprehensive officer training program, start a safety committee and institute new budget accounts. There will be approximately \$25,000- \$30,000 to carry over from the 2018 Budget. The Fire District Board will be discussing what to do with this money at the February meeting.

L. Discussion and action on Zoning Officer Report

**There were no permits issued last month.**

M. Discussion and action on Supervisors' evaluation of their sections of roads

**Dan Huisheere reported that he and Loren Bobolz had cleared a tree off Carvers Rock Road. Ben Wellnitz stated that he would pick up the wood on Saturday. Dan Huisheere and Loren Bobolz also pulled trees out that were in front of the double culvert on Carvers Rock Road by the park to prevent damage to the culvert and road. Ron Duffy offered to fill some pot holes on B-C Townline Road and Sharon Douglas offered to help, weather permitting. Loren said he could bring his skid steer to help load material. Sharon Douglas reported that she and Wayne Douglas had fixed the curve sign on Emerald Grove Road north of Highway 14. It was reported that the stop sign on the east side of the intersection of B-C Townline Road and Highway 14 had been broken off and is wired up. Ben Wellnitz said he would take the temporary stop sign out to the site after the meeting and Loren Bobolz offered to help. The double arrow sign on Emerald Grove Road across from Maple Lane at the intersection is faded and there is a new sign to put up. The Emerald Grove and Creek Road sign is wired to a power pole and will need to be put back up. A new road name sign will need to be ordered for Scott and High Street intersection. The zoning sign on Avalon Road by Highway 14 is leaning but won't budge to be straighten now.**

N. 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, Creek Road and Emerald Grove Bridge Projects, Capital Improvement Plan

**The Creek Road public informational meeting will be held on Thursday, January 24<sup>th</sup> from 6-7 p.m. at the town hall.**

Chair Sharon Douglas asked if the board members had something in mind for roadwork to do in 2019 in addition to the Creek Road culvert replacement and intersection reconstruction project already planned.

Sharon Douglas suggested that they could do the chip sealing she had listed for 2019 along with the tree and brush cutting on Creek Road east of the

railroad Bridge on the north side and the tree and brush cutting along Creek Road on the north side by the park east of Carvers Rock Road. She added that the chip sealing listed for 2019 would cost around \$26,550.00 and the tree cutting amount of \$7500.00 already set aside would probably cover one of the areas and most likely another \$7500.00 would be needed for the other area. The total for the chip sealing and the two areas of tree and brush removal would cost approximately \$34,050.00.

Referring to the roadwork cash flow she stated that there is approximately \$105,000.00 available after the planned usual expenses which include the TRID project, snow plowing, pot hole filling and material, some shouldering, and mowing. She added that barring an emergency they would have about \$70,950.00 left if the above chip sealing and tree removal projects were done. She urged them to keep in mind that we may need additional money for the Emerald Grove Road Railroad Bridge replacement for next year if both bridges are done in 2020.

Chair Sharon Douglas stated that she would like to see Odling Road south of the substation to possibly the second house south on the west side of the road pulverized, base added and asphalt applied. She stated that she was not sure what the cost would be or possibly Carvers Rock Road from Town Hall Road south to maybe the curve. She added that Avalon Road, on both the north and south sides, needs asphalted shoulders by Dockhorn's hill. Loren Bobolz suggested they do Emerald Grove Road from the large culvert north to Maple Lane. Chair Sharon Douglas will contact Matt Yoss for estimates.

Chair Sharon Douglas referred to pictures on page 70 of the new Capital Improvement Plan, of Creek Road east of the railroad bridge and pointed out that the grass and weeds have encroached on the road making it look narrower but can be scraped off. Dan Huisheere suggested spraying the grass and weeds with a four wheeler. She suggested that this could probably wait until the summer of 2020.

The picture on page 69 shows the trees encroached on the road. Creek Road east of the railroad bridge is alligatored but is not as bad as the section from the bridge east to Odling Road. Pictures of more roads will be taken for the CIP.

Loren Bobolz suggested that they do crack filling on Emerald Grove Road by Fred Bobolz's and on the north end of Emerald Grove Road he asked if they could do the slurry with chip seal. Chair Sharon Douglas said she would contact Bob Bruha.

Loren Bobolz suggested they do Emerald Grove Road from the wooden bridge north to Cemetery Road.

**The board agreed to have bids sent out for chip sealing, have Chair Sharon Douglas contact Bob Bruha about crack filling and possible slurry seal and contact Matt Yoss for estimates on road repair.**

Chair Sharon Douglas reported that she had received an email from Shelley Warwick from the DNR who is replacing Laura Bub and will be covering Rock, Jefferson, Green and Lafayette counties for any municipal transportation and DOT projects. Shelley Warwick stated that she had received the General Permit application for the East Creek Road culvert replacement and had some questions regarding the submittal. She stated that the project will need to be reviewed under an Individual Permit given the occurrence of endangered and threatened species at the project site and the overall complexity of the project. She wanted to know if the Town had any notes or maps of confirmed boundaries from the wetland determinations. She stated that it appeared the current structure is having a backwater effect on Spring Brook and asked if flood calculations had been done with the current conditions/existing structure as a baseline. Ellyn Subak from Battermans emailed her back and informed her that Laura Bub had conducted a site visit and determined that we should consider everything from the top bank down to the stream as wetlands. The flood calculations were done with the existing conditions as the baseline. **Shelley Warwick requested a meeting at the site with Battermans which will be Thursday, January 17<sup>th</sup> at 10 a.m.** It was noted that for the endangered resource work, Battermans would normally go through the Fish and Wildlife online portal but due to the governmental shutdown that portal is not currently working.

**Chair Sharon Douglas asked Jill Bier to contact the Workenders to set up dates for trash pickup for this spring.**

O. Discussion and action on Town Hall Repair Committee Report

**Chair Sharon Douglas stated that she would like to set up a Town Hall Committee and they would discuss this later.**

P. Discussion and action on approval of Driveway Permit Applications

**No applications were received.**

Q. Discussion and action on approval of Utility Permit Applications

**No applications were received.**

6. Citizen Participation

**None.**

7. Announcements and Reports

**a. The February Town Board meeting will be held on Tuesday, February 19, 2019 at 6:30 p.m. at the Bradford Town Hall.**

- b. WTA Rock County Unit meeting will be held on Thursday, January 17, 2019 at 7:00 p.m. at the Bradford Town Hall.**
  - c. The Rock County Sheriff's Report was reviewed.**
  - d. Sharon Douglas reported that she had received the 911 Communication Report that was dated July 18<sup>th</sup>, 2018 and would pass it along to the board members to read.**
- 8. Treasurer's Report
  - The Treasurer presented and explained the sheets for tax collection and the treasurer's report.
  - Motion to approve the Treasurer's report. (Ben Wellnitz/Dan Huisheere) The motion carried by voice vote with no negative vote.**
- 9. Bills for Approval
  - The clerk presented the bills for payment with the addition of \$300.00 for the reservations for the WTA District Meeting.**
  - Motion to approve the bills for payment. (Loren Bobolz/Dan Huisheere) The motion carried by voice vote with no negative vote.**
- 10. Adjournment
  - Motion to adjourn. (Dan Huisheere/Loren Bobolz) The motion carried by voice vote with no negative vote. The meeting was adjourned at 8:27 p.m.**

**Respectfully submitted,**

**Sandra Clarke, Clerk**