

**Town of Bradford
Town Board Meeting**

**Tuesday, January 21, 2020 immediately following the 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 Chairperson Sharon Douglas called the January Town Board meeting to order at 6:38 p.m. immediately following the Town Caucus. Also present were Supervisors Sarah Pope, Dan Huisheere and Ben Wellnitz, Treasurer Jill Bier and Clerk Sandra Clarke. Supervisor Loren Bobolz was absent.

2. Pledge of Allegiance

3. Adoption of the Agenda

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

4. Approval of the Minutes to the December 17, 2019 Meeting

The Rock County Sheriff's Deputy was present to address any concerns. No concerns were voiced.

- A. Discussion and action on a request by Joshua Tracy and Mindy Tracy for a land division of 7.6± acres of Parcel No. 6-3-105.1, SE & NE ¼ of Section 15, 3008 S. Carvers Rock Road, Town of Bradford under Chapter 19 of the Code of Ordinances of the Town of Bradford and for a change of zoning from A-1 to A-R Ag Residential under Section 4.6, A-R Ag residential of Chapter One, the Zoning Ordinance, on the newly divided parcel.

Chair Sharon Douglas reported that the Planning and Zoning Committee at their meeting on Monday night, following the public hearing, recommended that the Board approve the land division and rezoning of the newly divided parcel from A-1 to A-R Ag Residential.

Chair Sharon Douglas read the requirements on the Rock County Planning and Development Agency application which were: 1. The existing easement shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable). 2. Note on Final CSM: "Lot 1 contains existing buildings which utilize an existing private sewage system at the time of this survey however soils on the lot may be restrictive to the replacement of the existing system." 3. Proposed lot lines

must include the POWTS area with the building which utilizes the system. 4. Dedicated a thirty-three foot half road right of way along S. Carvers Rock Road at the discretion of the Town. 5. Final CSM shall be submitted to and approved by the agency within one year after preliminary approval.

Regarding the condition of dedication of a thirty-three foot half road right of way, the board discussed an easement for cutting brush and trees for safety instead of a dedication.

Motion to approve the land division with an easement of thirty-three feet to the center of the road. (Dan Huisheere/Ben Wellnitz)

Roll Call Vote:

Sarah Pope, “Yes.”

Dan Huisheere, “Yes.”

Ben Wellnitz, “Yes.”

Sharon Douglas, Yes.” The motion carried with 4 in favor and no opposed.

Motion to approve the rezoning of the newly divided parcel from A-1 to A-R Ag Residential. (Sarah Pope/Dan Huisheere) The motion carried by voice vote with no negative vote.

- B. Discussion and action on a request by Russell Paschke for a change of zoning on Parcel No. 6-3-193, 5.3± acres, from A-1 and A-2 to A-R Ag Residential under Section 4.6 of Chapter One, the Zoning Ordinance, of the Code of Ordinances of the Town of Bradford to correct the zoning and to sell the parcel for residential use.

The Board had approved the rezoning on the condition that a Certified Survey Map be provided with the easements clarified. The surveyor is working on a certified survey map and has not submitted it to the clerk yet.

- C. Discussion of parcel for sale by Town

The Board agreed to wait until spring to relist.

- D. Discussion and action on Commercial Building Permits

Building Inspector Greg Noll was present and reported that the state has said that every municipality needs to delegate to inspect every other category, including farms, commercial buildings, manufactured homes, etc., if they are only under the UDC and it excludes all others. The Town currently only inspects the electrical under the Uniform Dwelling Code and the state does the commercial inspection and permits. Greg Noll stated that MZIS has been doing this since 2005 and as of this year the state has to put a stamp on this. He stated that the

Town has to hold a license and the Inspector holds a license. He stated that he had submitted the paperwork to the state so he can do this. He stated that this was not changing what they are already doing. He presented two ordinances and stated that the Town of Plymouth simply adopted an ordinance saying that they were adopting SPS316. The other ordinance was put together by Greg Noll and includes plumbing. He proposed that addressing plumbing in this ordinance would keep the Town from having to adopt a second ordinance on plumbing in commercial permitting if the state later requires this. He stated that he could put wording into Chapter 7 of the Town Code of Ordinances and would work with the Town Attorney. Greg Noll stated that if the Town does not adopt an ordinance for this then they have to call the state to issue and inspect the commercial and others. He stated that the state is shedding the responsibility but he added that it is not different than what he has already been doing. He recommended against the state doing this because they do not have the man power.

The Board agreed to have the Town Attorney look at these before they decided what to do. He said that he and Troy Everson have been doing this on a daily basis. Sharon Douglas asked if they had a permit fee and he replied that they did.

E. Discussion and action on Recycling Contract for 2020

The clerk reported that Stan Lentell had stated that he would need to increase the cost by \$100 a month for the recycling contract which would raise it to \$500 a month. He had stated that the fees for the recovery facilities taking the materials has increased so much. Sarah Pope stated that the cost at her place of work has increased.

**Motion to accept the recycling contract proposal for an increase of \$100 more per month to a cost of \$500 per month. (Sarah Pope/Dan Huisheere)
The motion carried by voice vote with no negative vote.**

F. Discussion and action on date for February Town Board Meeting

The February Town Board meeting will need to be changed because the Spring Primary will be held on the third Tuesday.

Motion to change the February Town Board meeting to Wednesday, February 19th, 2020 at 6:30 p.m. (Ben Wellnitz/Dan Huisheere) The motion carried by voice vote with no negative vote.

G. Discussion and action on report by Fire District Representative

Sharon Douglas reported that the December runs were 7 fire runs and 32 EMS calls. The books will be closed in February as all bills will be in by then. A presentation was given by Charles regarding how the new

AED/Defib works. One of the pumps at the station was repaired for \$1300.00 and the door was repaired for \$180.00. Tools, tool box, box lights and radios were purchased. CPR training was held on January 20th at the Fire Station. On Saturday the 11th Loren and Sharon Douglas were part of the interview process for the Fire Chief candidates that applied. The consensus was that there were two very strong candidates for the position.

H. Discussion and action on Zoning Officer Report

Chair Sharon Douglas reported that she had issued a demolition permit to Bryan Potts for demolition of a house and garage. He had paid the \$50.00 permit fee with a check and Sharon Douglas asked the Board if the fee could be waived and the check returned since Brian Potts had come to the town hall on Monday night, the parking lot had not been plowed and a Planning and Zoning Committee member had gotten stuck. He went home and got his truck and plow, pulled the stuck vehicle out and plowed the parking lot.

Motion to waive Bryn Potts' fee for the demotion permit for his help in plowing the town hall parking lot. (Ben Wellnitz/Sarah Pope) The motion carried by voice vote with no negative vote.

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

Dan Huisheere reported that there was a bad spot on Larsen Road at the end of Reid Road by Mike and Lora Henning's driveway.

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, Creek Road and Emerald Grove Bridge Projects

There hasn't been any word on awards for the Multi-Modal Local Project applications yet. We should hear something in March.

Dan Huisheere will check with Paul Luety on tree trimming on Carvers Rock Road from Larsen Road to Creek Road.

Chair Sharon Douglas thanked Ben Wellnitz for loading up the garbage and mattresses that had been dumped on the town roads and taking them to the landfill. Sharon and Wayne Douglas picked up 6 bags of trash, a van seat and tires thrown out on B-C Townline Road. It appeared that someone had walked and picked the trash out of the ditch and piled it along the road to clean the roadside.

Chair Sharon Douglas reported that Jamie from MSA held a Public Involvement meeting on December 18th, 2019. There was a very low turnout. Bids will most likely be let in January with construction starting around March or April.

Chair Sharon Douglas reported that Highway Commissioner Duane Jorgenson stated that there is a problem with the real estate acquisition between Green Valley Farms and H&L. A condemnation could be done but it may alter the let date and he did not know if the state would allow an extension of the let date. Duane is trying to set up a meeting and was going to talk with Zach Pearson today in Madison. Dan Huisheere was asked to check on this.

The board reviewed the 2019 roadwork cash flow and the 2020 basic roadwork cash flow prepared by the clerk. Sharon Douglas received an estimate on the Jones Road/Emerald Grove Road ditching and culvert.

- K. Discussion and action on Town Hall Repair Committee Report
 - A table will be needed for the new ExpressVote machine. Jill Bier and Sharon Douglas offered use of their tables.**

- L. Discussion and action on town computer
 - The clerk has located a computer for around \$600.**
- M. Discussion and action on approval of Driveway Permit Applications
 - None.**
- N. Discussion and action on Utility Permit Applications
 - None.**
- O. Discussion and action on reservations for the WTA District meeting
 - Loren Bobolz, Dan Huisheere, Ben Wellnitz, Sharon Douglas and Sandra Clarke will attend the WTA District meeting at Whitewater on February 15th.**
- 5. Citizen Participation
 - None.**
- 6. Announcements and Reports
 - a. **The February Town Board meeting will be held on Wednesday, February 19, 2020 at 6:30 p.m. at the Bradford Town Hall.**
 - b. **The Rock County Sheriff's Report was reviewed.**
 - c. **Sharon Douglas reported that she had the minutes to the 911 communications Commission if anyone was interested in reviewing them.**
 - d. **Dan Huisheere reported on the WTA Rock County Unit meeting held on January 16th. He presented a packet of materials from the Rock County Human Services on resources for residents. Cathy Sukas from the 911 Center is working**

on a new generation of 911. The hearing impaired can text now. Sim cards can be put in first-responders phones to take priority on towers. He explained the Town of Harmony problem with the city annexing and leaving islands. The next meeting will be in the Town of LaPrairie.

7. Treasurer's Report

David Merriam is behind on the monthly parking permit fees for Shady Hill Mobile Home Court.

Motion to approve the Treasurer's Report. (Sarah pope/Dan Huisheere) The motion carried by voice vote with no negative vote.

8. Bills for Approval

The board agreed to not pay the monthly parking permit fees until received from David Merriam.

Motion to approve the bills for payment with the addition of \$250.00 for the WTA District meeting fees and not including the MHP monthly parking permit fee. (Ben Wellnitz/Dan Huisheere) The motion carried by voice vote with no negative vote.

9. Adjournment

Motion to adjourn. (Ben Wellnitz/Sarah Pope) The motion carried by voice vote with no negative vote. The meeting was adjourned at 8:01 p.m.

Respectfully submitted,

Sandra Clarke, Clerk

After the meeting the clerk received the completed candidacy forms so a drawing of names for the ballot order for Town Board Supervisor #4 was conducted. Sharon Douglas, Sarah Pope, Dan Huisheere, Ben Wellnitz and Jill Bier were also present. Ben Wellnitz's name was drawn for ballot order number one and Fred Bobolz's name was drawn for ballot order number two.

Note: The bolded items are minutes the items not bolded are clerk's notes. These are draft minutes to be approved at the February 19th, 2020 meeting.

Bills for Approval

Rock Energy Cooperative	Town Hall Light	\$34.47
Alliant Energy	Hwy. exp. – street lights	55.24
Rock Valley Publishing LLC	Publications- Recycling = 11.59, Election exp. = 18.65, Town Bd. exp. = 57.48, Zoning exp. = 34.76	122.48
Lentells Disposal	Recycling	500.00
Clinton Community School District	Monthly Parking Permit Fees- (November) (Has not paid)	
Pat’s Services, Inc.	Town Hall exp.- (11/30 to 12/27/2020)	90.00
Nowlan & Mouat LLP	Legal Fees-	
Sandra Clarke	Clerk exp. – WMCA membership dues	65.00
J & L Appraisals LLC	Assessment- 1 st quarter	1,875.00
Ideal Midwest LLC	Highway exp. = snowplowing second Contract payment	13,333.33
Ideal Midwest LLC	Highway exp. – salt storage	5,000.00
Rock Co. Dept. of Public Works	Highway exp. – engineering fees- S. Carvers Rock Rd. = 337.74, Emerald Grove Rd RR Bridge=1584.84, Creek Rd. RR Bridge = 483.23, Creek Rd. RR Bridge= 3030.00, 4.56% Admin. Support = 247.87	5,683.68
Luety Earthworks LLC	Highway exp. – clean & reshape Minkey Rd. ditch 1250’ seed	

	and straw	2,800.00
Dorothy Heitke	Refund Overpayment Dog License	5.00
Ryan Scott	Replace Lost Check #13138 For Lottery Credit	191.62
Kimberly A. Mathews	Refund Overpayment R.E. Taxes by Escrow	254.99
Jeffrey Susong	“ “	232.01
Jose L. Perez	“ “	189.92
Amy Mansfield	“ “	305.03
Bryan L. Mantei	“ “	148.17
James S. Romano Trust	“ “	369.52
Edward Reible	“ “	299.47
Thomas D. Gretschrman	“ “	315.29
Shawn P. Bell	“ “	259.87
Rock County Treasurer	2020 Dog Licenses	132.25
Rock County Treasurer	January Tax Settlement	188,323.26
Clinton Community School District	“ “	256,944.10
Delavan Darien School District	“ “	15,429.88
Blackhawk Technical College	“ “	33,345.15
Jill Bier	Election Exp.-Poll Worker Training	60.00
Carol Esselman	“	30.00
Kaye Niquet	“	30.00
Vicky Duoss	“	30.00
Wisconsin Towns Association	Town Bd. Exp. – District Meeting Fees	<u>250.00</u>
	Total Expenses	\$526,704.73