

**Town of Bradford
Town Board Meeting
Tuesday, March 17, 2020 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 March Town Board meeting to order on Tuesday, March 17, 2020 at 6:32 p.m. at the Bradford Town Hall. Also present were Supervisors Sarah Pope, Loren Bobolz, Dan Huisheere and Ben Wellnitz, Treasurer Jill Bier, Clerk Sandra Clarke and Town Attorney Michael Oellerich.

2. Pledge of Allegiance

3. Adoption of the Agenda

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

4. Approval of the Minutes to the February 19th and 25th, 2020 Meetings

Motion to approve the minutes to the February 19th and 25th, meetings. (Sarah Pope/Dan Huisheere) The motion carried by voice vote with no negative vote.

5. New Business

A. Discussion and action on request by Dustin McGinnis for a boring permit for Bradford Town Hall Road for tiling

Dustin McGinnis has requested a boring permit for a 6” bore 5-6 feet under Bradford Town Hall Road for tiling. It would be east of Kemp Road about 50 feet east of the culvert next to the waterway. Chair Sharon Douglas reported that under Chapter 6, Opening of Town Highways, Section IV states that the Town Board may require the applicant to post a bond to assure integrity of the road above the bore. The amount and time of a bond is set by the Town Board and shall depend on the diameter and depth of the boring and the likelihood of road surface repairs being necessitated by the boring.

Motion to approve the boring permit under Bradford Town Hall Road for a, 6 inch and under bore, with no bond, good for one year starting 3-18-2020. (Loren Bobolz/Dan Huisheere)

Roll Call Vote:

Sarah Pope, “Yes.”

Loren Bobolz, “Yes.”

Dan Huisheere, “Yes.”

Ben Wellnitz, “Yes.”

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

- B. Report on by a representative on the Delavan Darien School District
No report.

- C. Discussion and action on permits for vacant units and other units in Shady Hill Mobile Home Court with Town Attorney Michael Oellerich and Building Inspector
Chair Sharon Douglas stated that a representative from MZIS would not be here tonight. Shady Hill Mobile Home Court unit 61 had requested a permit to have an electrical hook-up. She had spoken at length with Greg Noll and instructed him to deny the permit. Greg Noll informed her that Troy Everson had gone out to inspect the trailer and according to him he could not review any electrical work as they had done some remodeling in the mobile home. MZIS charged the \$75.00 fee for going out to inspect and the unit failed the inspection.

Attorney Oellerich stated that Mr. Merriam has a date of April 1st to remove the uninhabitable units. He advised that they have Greg Noll go through the park and make a list of the uninhabitable units to be removed. If owner is not in compliance the Town can then, not issue a mobile home park license.

Motion to have Attorney Oellerich contact Greg Noll about developing a list of uninhabitable trailers. (Dan Huisheere/Sarah Pope) The motion carried by voice vote with no negative vote.

- D. Discussion and action on adoption of an ordinance for commercial permits

Attorney Oellerich stated that the ordinance for commercial permitting amends and restated Chapter 7 of the Code of Ordinances. The board reviewed the proposed ordinance. Attorney Oellerich stated that he would send it to Greg Noll and if there are any changes, he will send it to the clerk to get it to the board before the next meeting.

- E. Discussion and action on a resolution establishing fees for satisfying records requests under Wisconsin State Statute 19.35

Chair Sharon Douglas reported that the clerk had had a large open records request from an attorney that required copies to be made and mailed. There were 127 pages and the postage cost was \$14.45. Chair Sharon Douglas reported that she had checked the various Town websites and their fees ranged from 15 cents a copy to 25 cents per copy for black and white copies. Color copies were charged at 25 cents a copy. Some towns only charged after the first 5-10 copies, some charged \$5.00 for map reproduction and there were a few towns that charged for record location. One town stated, “There would be no charge for locating a record unless the actual cost

exceeded \$50.00. The rate for locating a record was \$30 per hour. Another town's research was anything over 20 minutes per hour or part of \$50.00. She stated that not many towns charged a locating fee.

Motion to charge 15 cents per copy plus postage for any open records costs that postage and copy costs exceed \$10.00. (Loren Bobolz/Ben Wellnitz) The motion carried by voice vote with no negative vote.

- F. Discussion and action on request by Emerald Heights Inc. Andy & Vicky Duoss representatives, for an A-1 Conditional Use Permit on Parcel No. 6-3-66, 109.95 acres, the W ½ of the NW ¼ and the NW ¼ of the SW ¼ of Section 8, 1636 S. State Road 140, Janesville, Town of Bradford under A-1 District Section 4.4 (3) (e) of Chapter One, the Zoning Ordinance of the Code of Ordinances of the Town of Bradford, to allow an additional farm residence on the parcel. They are also requesting continued use of the existing residence at 1919 S. State Road 140 for a short term until the new residence is built and ready for occupancy, with removal of the existing residence at that location to be completed within a term to be determined by the Town Board.

Chair Sharon Douglas reported that the recommendation of the Planning and Zoning was to approve the Conditional Use Permit. She added that she had spoken with Vicky Duoss today and their plans are to have the new house built no later than November or December and to have the old residence at that location gone by the end of January.

Motion to approve the Conditional Use Permit with the stipulation that the old residence will be removed within 60 days of the new house at that location. (Dan Huisheere/Sarah Pope) The motion carried by voice vote with no negative vote.

- G. Discussion and action on return of road boring bond to Rock Prairie Dairy
Rock Prairie Dairy had posted a \$5,000 road bond for a 6 inch bore under Scharine Road several years ago. There has been no damage to the road.

Motion to send the road bond back to the Rock Prairie Dairy. (Loren Bobolz/Sarah Pope) The motion carried by voice vote with no negative vote.

- H. Discussion and action on sale of foreclosed parcel

There has been no word from the prospective buyer so the parcel will be put back on the market.

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

Chair Sharon Douglas reported the following:

The Fire and EMS calls were 36 in February. The current staffing levels are 30. Charles will be stepping down at the end of the month and Marc Thompson will

step in for the EMS Committee. The Fire Department will be burning down a house on the intersection of Carvers Rock Road and Larsen Road. Andrea Jacobs is leaving her position as bookkeeper and the position will be posted for one week. Chief Ruosch will interview candidates when he returns from a vacation in Mexico. It was brought up whether or not he should be tested for COVID 19. Discussion was that he was not in a level 2 or 3 area. An extra \$2,997.75 was paid on the loan.

J. Discussion and action on Zoning Officer Report

The building inspector went out to Shady Hill Mobile Home Court to inspect for an electrical hookup but unit failed the inspection.

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

Wellnitz reported that the edge of the eastbound lane on Avalon Road by Dockhorn's hill is breaking up. Loren Bobolz reported that Waite Road was breaking up. Carvers Rock Road by Edward Inman's needs ditching near the gas line. Dustin McGinnis provided the phone number to call for the gas line. Jill Bier reported that Bob Bier had picked up the rest of the items dumped on Bradford Town Hall Road.

L. 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 Bridge State/Municipal Agreement and Emerald Grove Bridge Projects

Sharon Douglas reported that she and Wayne had toured the roads to check the road conditions. She reported that she had spoken with Matt Yoss and will be meeting with him on Thursday afternoon regarding the broken up areas on Waite Road. She stated that there is a large area in front of Fire No. 10607 measuring approximately 40 ft. x 10 feet and there are two smaller areas on this road. B C Townline Road past Gretschnann's on the north side has also broken up with large holes present. She added that she received a call from a resident that cars are driving on the wrong side of the road going over the hill to avoid this. There is another large area near Peterson's. The other area is the area by Edward Inman's and the pothole material will not stay in. Sharon Douglas will get an estimate from Matt Yoss on the areas. Steve from 3 Franks was contacted but has not called back.

Chair Sharon Douglas reported that Scott from Crack Filling Service has a proposed list of potential roads to be done in 2020. Avalon Road from the railroad tracks to Highway 140 would cost \$5,000. To finish Bradford Town Hall Road from the railroad tracks to Highway 140 would be \$5,000. Kemp Road

from Bradford Town Hall Road to Highway 14 would be \$10,000. Larsen Road from Highway 140 to Carvers Rock Road would cost \$12,500. These areas would be spot sealed, dipped for cross crack and problem areas would be addressed. The board will address the paver repair and crack filling at the next meeting.

Chair Sharon Douglas asked the Board members to assess their roads for signs that need to be replaced or straightened.

Chair Sharon Douglas reported that the Town has been awarded the Multimodal Local Supplement for the Creek Road Project from Odling Road to Clowes Road which was \$858,905.00 and WisDOT will reimburse the Town of Bradford up to 70% of the project's cost to a limit of \$601,611.80. She stated that the Town would soon be receiving a State/Municipal Agreement (SMA) from WisDOT which will need to be signed and returned prior to incurring project costs. The Town has six years to complete the project. Chair Sharon Douglas will check on having Ryan from Battermans come to the next meeting.

Dan Huisheere reported that Paul Luety would cut the trees on Carvers Rock Road starting at the intersection of Creek Road and going north on both sides of the road to Larsen Road for three days. The trees would be burned in a neighbor's field or hauled away. The road would need to be closed during that time. The trees will be marked. The cost would be \$4500. It could be done now or in June. Sarah Pope stated that according to the contract Paul Luety would not be responsible for damage to overhead lines. She added that as long as Paul Luety knows he will have to contact Digger's Hotline and get Frontier down here. She stated that before they sign this Paul Luety will have to have Digger's Hotline and Frontier out here. The Board agreed.

Motion to accept Paul Luety's bid of \$4500 for tree removal including the stumps on Carvers Rock Road from Larsen Road south to Creek Road. (Loren Bobolz/Sarah Pope) The motion carried by voice vote with no negative vote.

The Board discussed renting the tractor and mower advertised in the WTA booklet to trim brush and trees along the road. The Town of Sharon had used it for 40 hours for a cost of \$3200. The roads discussed were Minkey Road, Maple Lane by Loren Bobolz's and Creek Road from Gordy Rye's west. Dan Huisheere said he could operate it. Insurance would have to be obtained.

The board discussed using the fiber cold patch from Sherwin Industries in Milwaukee. Loren Bobolz will contact Jim Churchill to pick up a load and haul it to the Town Hall.

Motion to have Jim Churchill get a load of fiber cold patch. (Dan Huisheere/Ben Wellnitz) The motion carried by voice vote with no negative vote.

Motion to have Sharon Douglas call Paul Luety to have him deliver a load of ¾ inch gravel. (Dan Huisheere/Loren Bobolz) The motion carried by voice vote with no negative vote.

Jill Bier reported that the Workenders Program has been suspended due to COVID 19.

M. Discussion and action on Town Hall Repair Committee Report

Chair Sharon Douglas will check on prices for coating the Town Hall ramps.

N. Discussion and action on approval of Driveway Permit Applications

No Application were received.

O. Discussion and action on Utility Permit Applications

No applications were received.

P. Citizen Participation

None.

6. Announcements and Reports

a. The April Town Board meeting will be held on Tuesday, April 21st, 2020 immediately following the Annual Town Meeting which will begin at 6:30 p.m. at the Bradford Town Hall.

b. Rock County Sheriff's Report was reviewed.

7. Treasurer's Report

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

8. Bills for Approval

The \$5,000 Road Bond was added to the bills to be paid. Motion to approve the bills for payment. (Loren Bobolz/Dan Huisheere) The motion carried by voice vote with no negative vote.

9. Adjournment

Motion to adjourn. (Loren Bobolz/Dan Huisheere) The motion carried by voice vote with no negative vote. The meeting was adjourned at 8:47 p.m.

Respectfully submitted,

Sandra Clarke, Clerk

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Bills for Approval

Rock Energy Cooperative	Town Hall Light	\$46.10
Alliant Energy	Hwy. exp. – street lights	54.61
Rock Valley Publishing LLC	Publications- Recycling = 8.16, Election exp. = 62.39, Town Bd. exp. = 37.97, Zoning exp. = 29.82	138.34
Lentells Disposal	Recycling	500.00
Clinton Community School District	Monthly Parking Permit Fees- March	186.24
Pat’s Services, Inc.	Town Hall exp.- (1/25/2020 to 2/21/2020)	90.00
Nowlan & Mouat LLP	Legal Fees-	
Rock Co. Dept. of Public Works	Hwy. exp. – row acquisition Creek Rd. RR Bridge Project = 12,087.50, Bridge inspections = 1065.00, Admin. Support = 599.75	13,752.25
Rock County Treasurer	Dog Licenses	5.50
Sandra Clarke	Election exp. - flag \$7.19, Pens \$28.89, stamps \$297.00, Paper-29.52, printer cartridges - 85.43, Dusting spray -12.64 = \$460.67	
	Zoning Exp. = postage \$56.45	
	Clerk exp. - postage \$14.45, Printer cartridges \$ 99.15, ream	

	Legal paper \$16.79, case of copy Paper \$29.52 = \$159.91	677.03
Sharon Douglas	Town Board exp. – Walmart ink Cartridge = 28.48, Menards screws = 15.52, Rise Broadband internet = 163.82	207.82
Sharon Douglas	Salary 1 st Quarter	\$2,287.75
Sarah Pope	“	808.07
Loren Bobolz	“	808.07
Dan Huisheere	“	808.07
Ben Wellnitz	“	808.07
Jill Bier	“	2,070.67
Sandra Clarke	“	4,783.05
Carie McGinnis	P & Z Per Diems 1 st Quarter	55.41
Sharon Hargarten	“	55.41
Jim Churchill	“	55.41
Robert Risseuw	“	55.41
Sharon Douglas	“	53.01
Wisconsin Dept. of Revenue	State Withholding Paid electronically	181.80
EFTPS	FICA- 2,149.60 Federal Withholding- 145.00 Paid electronically	<u>2,294.60</u>
Nowlan & Mouat LLP	Legal Fees- Merriam Issued 3-16-2020(replaces lost check no. 13446)	<u>74.00</u>
	Total	\$30,856.69
Rock Prairie Dairy	Road Bond returned	<u>5,000.00</u>
	Total March Expenses	\$35,856.69