

**Town of Bradford
Town Board Meeting**

**Tuesday, April 21, 2020 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 6:36 p.m. immediately following the Annual Town Meeting at the Bradford Town Hall. Also present were Supervisors Sarah Pope, Loren Bobolz, Dan Huisheere and Ben Wellnitz, Treasurer Jill Bier and Clerk Sandra Clarke.

2. Pledge of Allegiance

3. Adoption of the Agenda

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

4. Approval of the Minutes to the March 16th and March 17th, 2020 Meetings

Motion to approve the minutes to the March 16th and March 17th meetings. (Loren Bobolz/Dan Huisheere) The motion carried by voice vote with no negative vote.

5. New Business

A. Discussion and action on extension of contract for listing and sale of foreclosed parcel

Carol Esselman presented sale information on similar lot sales and a six month extension of the contract for listing and sale of the foreclosed parcel.

Motion to extend the contract with Carol Esselman for six months. (Sarah Pope/Dan Huisheere)

Roll Call Vote:

Sarah Pope, "Yes."

Loren Bobolz, "Yes."

Dan Huisheere, "Yes."

Ben Wellnitz, "Yes."

Sharon Douglas, "Yes." The motion carried by voice vote with no negative vote.

B. Discussion and action on an ordinance for commercial permits

Chair Sharon Douglas reported that the proposed revisions were sent to the state for review. The state responded that the building code revisions looked good per Attorney Oellerich and Greg Noll.

Motion to adopt the revise Building Code ordinance. (Sarah Pope/Ben Wellnitz) The motion carried by voice vote with no negative vote.

- C. Discussion and action on a Resolution Establishing Fees for Satisfying Records Requests under Wisconsin State Statute 19.35 (Resolution 2020-76)

Motion to adopt the resolution establishing fees for satisfying open records requests. (Sarah Pope/Dan Huisheere) The motion carried by voice vote with no negative vote.

- D. Discussion and action on Resolution Granting the Town Chairperson Executive Authority to Take Appropriate Action for the Protection of Town Employees and the General Public in Response to COVID-19 (Resolution 2020-77)

Chari Sharon Douglas reported that she had Attorney Oellerich draw this up in case the board was not able to hold the meetings. The board decided on an end date of May 26th, 2020.

Motion to adopt the resolution authorizing the Town Chairperson executive authority to take appropriate action for the protection of Town employees and the general public in response to COVID-19. (Sarah Pope/Loren Bobolz) The motion carried by voice vote with no negative vote.

- E. Discussion and action on a Resolution to approve Relocation Order for the Reconstruction of the Emerald Grove Road Bridge over the Wisconsin Southern Railroad (WSOR) (Resolution 2020-78)

Motion to adopt the resolution for the relocation order for the Emerald Grove Road Bridge. (Loren Bobolz/Dan Huisheere) The motion carried by voice vote with no negative vote.

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

Julie Roberts has been hired for book keeper position. The budget is over \$14,600 on income and there is \$838.16 left in the 2019 budget capital. Any extra will be used to pay down the engine loan which is at \$364,596.09.

- G. Discussion and action on appointment of a Board Member for a one-year term to the Clinton Fire District Board currently held by Loren Bobolz

Chair Sharon Douglas appointed Loren Bobolz to a one-year term on the Clinton Fire District Board.

Motion to confirm the appointment of Loren Bobolz to a one-year term on the Clinton Fire District Board. (Dan Huisheere/Ben Wellnitz) The motion carried by voice vote with no negative vote.

H. Discussion and action on Zoning Officer Report

The Building Inspector issued a building permit to Lucas Comstock for 1426 S. Cemetery Road for alteration of a two story home for electrical, furnace and plumbing and a zoning permit to William Clarke for a grain bin at 11100 E. County Road MM, Avalon.

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

Sarah Pope reported that someone shot the S-curve sign on O'Riley Road and that there is a large crack in Scott Street over the new culvert. board members will check on this. Avalon Road has a crack on the side of the road by the new culvert.

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 Bridge State/Municipal Agreement and Emerald Grove Bridge Projects, Multimodal Local Supplement Project

Chair Sharon Douglas reported that she had received a signed copy of the CMA. Duane Jorgenson has been in contact with Zach Pearson from the State and Creek Road is moving through the process. The right of way acquisition for Emerald Grove Road RR Bridge will be approximately 10' x 20' and the Town will be receiving a copy of the plat.

Chair Sharon Douglas contacted Ryan Rudzinski at Battermans and asked him to give the board an estimate for the design, oversight and bidding process for the Multimodal Local Supplement Program. She added that they need to have the bids out by January 2021 since this section will need to be done after the Creek Road RR Bridge opens. She also contacted MSA and it will be a couple of weeks before she can meet with their representative. Loren Bobolz asked if they could just overlay the newer section from the Turtle Creek Bridge to Clowes Road. Sharon Douglas will check with Ryan on this.

Sharon Douglas presented a quote from Matt Yoss for paver repair of several sections of road. B-C Townline Rd. west of Dunn Road, the full width of the road, would be \$10,665.00 and shoulder would add \$755.00. B-C Townline Rd. by Fire No. 9808, 10' x 92' would be \$3,432.00 with an additional \$275.00 for shoulder and an additional \$1,620.00 if sub-base needs to be replaced. Waite Road by Fire No. 10434 would be \$12,283.00 for 19' x 311' with an additional \$975.00 to shoulder. Waite Road by Fire No. 10607 would be \$3,546.00 for 19' x 50' and an additional \$1,520.00 if sub-base needs replacing. If all projects are done together the cost would be

\$26,665.00 and the shoulder option would be \$2,000.00 plus \$3,140.00 for sub-base if needed. Chair Sharon Douglas reported that she had spoken with Dave Brandl and the Town of Clinton would share the cost for paver repair on B-C Townline Road. The Town of Clinton share would be \$8,368.00. The Town of Bradford cost would be around \$23,437.00 and if no base is needed it would be about \$21,106.50. Pulverization would be done on both B C Townline and Waite Road in the large areas. The board members agreed that there should be the stipulation that's it the contractor cannot sub out the work. It was suggested that they ask Matt Yoss to overlay up to Mary Gillbank Peterson's driveway. Chair Sharon Douglas will check on and what Matt Yoss would do with the patches on Waite Road that are good within the areas that are to be paver repaired. The area on Waite Road appeared to have been damaged from the heavy trucks during construction of a new house and it was suggested that for new house construction they may need to have then bond the road.

Concerning the Emerald Grove Road culvert replacement at Jones Road intersection and the ditching, Ayre Excavating would do this for \$11,900.00. It would be replacing the pipes with three 35" x 24" x 34' arched pipes and ditching from Highway 14 north 750 feet. The spoils would be placed on neighboring land owner's property. Shaping, final grading and seeding would occur approximately 30-60 days after spoils are dried out. Upsizing the pipes to three 42" x 29" x 34' pipes (6.4 sq. ft. of volume) with the same ditching and shaping would cost an additional \$1,350.00 or a total of \$13,310.00. The area over the culvert would have 3" of HMA in two 1 1/2" lifts. The pipes will be an additional 6 feet in length which will make the turn radius safer and allow the posts to be removed from the area. A representative from the gas line company will be present at all times because of the gas line in the bottom of the ditch.

Dan Huisheere reported that he had checked on ditching by Edward Inman's with Paul Luety and Edward Inman. He stated the from the fence line between the Inman and Roehl property the water runs north from the fence line to Roehl's and south to Inman's. There needs to be 5 feet of dirt over the gas line so there is no problem with taking some off. Paul Luety would install 375 feet of 4" tile to Edward Inman's driveway, fill the area with washed stone, shape the ditch and haul away spoils for a total of \$1500.00.

Crack Filling Service called and asked for a decision on what roads the board wanted done. Avalon Road from the railroad tracks to the LaPrairie Town Line would cost \$5,000. To finish Bradford Town Hall Road from the railroad tracks to Highway 140 would cost \$5,000.00. Kemp Road

from Bradford Town Hall Road to Highway 14 would be \$10,000.00. Larsen Road from Highway 140 to Carvers Rock Road would be \$12,500.00. The areas would be spot sealed, dipped for cross cracks and problem areas would be addressed. \$20,000 has been budgeted for crack filling.

The board discussed the road work proposed to determine what would fit into the budget. The clerk presented the roadwork cash flow sheet, budget sheet and expenditure cash flow sheet.

Motion to have Yoss Construction do all the work by his estimates on Waite Road and B C Townline Roads with the Town of Clinton sharing the cost of \$8,368.00 on B C Townline Road, with the Town of Bradford share at approximately \$23,430.00, and with no subletting out of the work. (Loren Bobolz/Sarah Pope) The motion carried by voice vote with no negative vote.

Motion to have Ayre Excavating do the culvert replacement at the intersection of Jones Road and the ditching on Emerald Grove Road for \$13,310.00. (Ben Wellnitz/Loren Bobolz) The motion carried by voice vote with no negative vote.

Motion to have crack filling done on Avalon Road from the railroad tracks to the LaPrairie Townline for \$5,000.00 and finish Bradford Town Hall Road from the railroad tracks to Highway 140. (Loren Bobolz/Dan Huisheere) The motion carried by voice vote with no negative vote.

Chair Sharon Douglas reported that the Municipal Salt Agreement had to be in to the State by April 12th. She checked with Bryce Nass as to the amount that would be needed for next year and decided to order the same amount as last year. The guaranteed fill would be 120 tons and the reserve would be 24 tons.

Sharon Douglas will check with Bryce Nass about tree trimming on Carvers Rock Rd. from Larsen Road south to Creek Road and on the north side of Creek Road going east from the intersection of Carvers Rock Road.

K. Discussion and action on Town Hall Repair Committee Report

Nothing.

L. Discussion and action on approval of Driveway Permit Applications

No applications were received.

M. Discussion and action on Utility Permit Applications

No applications were received.

N. Discussion and action on Poll workers compensation for working at the polling place on 4-07-2020

Motion to give an additional \$100.00 to each of the three poll workers who worked at the April 7th election. (Sarah Pope/Loren Bobolz) The motion carried by voice vote with no negative vote.

- O. Discussion and action on appointment of a Planning and Zoning Committee Member for a one-year term currently held by Sharon Douglas

Motion to appoint Sharon Douglas for a one-year term to the Planning and Zoning Committee. (Dan Huisheere/Loren Bobolz) The motion carried by voice vote with no negative vote.

- P. Discussion and action on appointment of a Planning and Zoning Committee Member for a three-year term currently held by Jim Churchill

Chair Sharon Douglas stated that she would appoint Jim Churchill to a three-year term on the Planning and Zoning Committee.

Motion to confirm the appointment of Jim Churchill to a three-year term on the Planning and Zoning Committee. The motion carried by voice vote with no negative vote.

- Q. Discussion and action on appointment of a Planning and Zoning Committee Member for a three-year term currently held by Carie McGinnis

Chair Sharon Douglas stated that she would appoint Carie McGinnis to a three-year term on the Planning and Zoning Committee.

Motion to confirm the appointment of Carie McGinnis to a three-year term on the Planning and Zoning Committee. (Dan Huisheere/Ben Wellnitz) The motion carried by voice vote with no negative vote.

- R. Discussion and action on appointment of a Board of Adjustment Member for a three-year term currently held by Andrew Hargarten

Chair Sharon Douglas stated that she would appoint Andrew Hargarten to a three-year term on the Board of Adjustment.

Motion to confirm the appointment of Andrew Hargarten to the Board of Adjustment. (Sarah Pope/Dan Huisheere) The motion carried by voice vote with no negative vote.

- S. Discussion and action on a Weed Notice

Motion to approve the Weed Notice. (Dan Huisheere/Sarah Pope) The motion carried by voice vote with no negative vote.

- T. Date for Board of Review

The assessor will not have the assessment roll completed by June 10th so a meeting will be held to adjourn the Board of Review until the roll is completed.

- U. Discussion and action on having Town Attorney Michael Oellerich work cooperatively with the Town of Darien Attorney on the Memorandum of Understanding for the proposed solar farm

Chair Sharon Douglas reported that she had received a call from Cooper Johnson representative from Invergy for a Memorandum of Understanding for the proposed solar farm. Attorney Oellerich received a call from the attorney who represents the Town of Darien and he would like Darien and Bradford to work together to make sure that each municipality enters into this with Invergy as mutually as possible. She added that approximately one-third of the 2,000 acres is in the Town of Bradford. Motion to have Attorney Oellerich work cooperatively with the Town of Darien Attorney on the Memorandum of Understanding with Invergy. (Sarah Pope/Dan Huisheere) The motion carried by voice vote with no negative vote.

- 6. Citizen Participation

- 7. Announcements and Reports

- a. The May Town Board meeting will be held on Tuesday, May 19th, 2020 at 6:30 p.m. at the Bradford Town Hall**

- 8. Treasurer's Report

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

- 9. Bills for Approval

Motion to approve the bills for payment plus the \$300 additional for the poll workers per diems. (Sarah Pope/Dan Huisheere) The motion carried by voice vote with no negative vote.

- 10. Adjournment

Motion to adjourn. (Sarah Pope/Dan Huisheere) The motion carried by voice vote with no negative vote. The meeting was adjourned at 8:38 p.m.

Respectfully submitted,
Sandra Clarke, Clerk