

**Town of Bradford  
Town Board Meeting  
Tuesday, July 21, 2020 at 6:30 p.m. at the Bradford Town Hall  
Minutes**

1. Call to Order and Roll Call

**Chair Sharon Douglas called the July meeting to order at 6:30 p.m. on Tuesday, July 22, 2020 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. (Dan Huisheere/Loren Bobolz) The motion carried by voice vote with no negative vote.**

4. Approval of the Minutes to the June 16, 2020 meeting.

**Motion to approve the minutes to the June 16<sup>th</sup> meeting. (Loren Bobolz/Dan Huisheere) The motion carried by voice vote with no negative vote.**

5. New Business

A. Todd Needham was present and the Multimodal Local Supplement Program was moved to the first item on the agenda. Sharon Douglas reported that, at the May meeting it was approved to hire Battermans to do the design, permitting and bidding and construction management for the Creek Road project. The amount approved was \$50,800.00 and all the items should have been added together. Upon reviewing the total cost from Battermans, the total cost was to be \$108,800.00 not \$50,800.00. She called Todd Needham and discussed this with him and he requested that she send the MSA proposal to him and he would compare the two proposals. Battermans have completed the survey work and started the design of the roadway, soil borings are completed and the report should be coming in the next few weeks. The DNR is to do a site walk through to identify the wetland areas. She requested that Todd prepare a letter explaining to the board members the differences in the scope of services between the two entities. Todd Needham presented an explanation and comparison of the two bids.

**Motion to approve Batterman's proposal for \$108,800.00. (Sarah Pope/Loren Bobolz) The motion carried by voice vote with no negative vote.**  
The extra cost will be included in the cost sharing.

Chair Sharon Douglas reported that dispatch had called on Monday about the barricades being in the ditch down on Creek Road east of the bridge and the “Road Closed” sign was stolen. A deputy went to the area and pulled the barricades back in place. Chair Sharon Douglas called Battermans and notified them of the barricades and sign. The barricades have been put back up. Because of the vandalism that has occurred repeatedly at this site Colton from Battermans will be checking this area every day.

Chair Sharon Douglas reported that Ryan from Rock Road Companies had called Tuesday morning and he inquired as to when the bids would go out for the MLS Project. She added that they also discussed the barricades on the east side of the Creek Road RR Bridge site and he said he was going to talk to Colton regarding this and what further measures they need to take to ensure the safety of cars traveling down that road. She explained the difficulties the Town has had in the past with vandalism in this area.

B. Discussion and action on stipulation agreement for Emerald Grove Road RR Bridge

Sharon Douglas reported that the DOT is requesting that the Town sign a stipulation agreement that is a like the one signed for the Creek Road RR Bridge. She had Town Attorney Oellerich also review the document and he sent an email stating that “it did not appear as though the new agreement imposed any new obligations on the Town, or changed the financial commitment of the Town. He recommended that she reach out to Duane Jorgenson at the County which she did and Duane Jorgenson said that their corporate office looked at it too and it was the same as the one the Town signed for the Creek Road RR Bridge. Chair Sharon Douglas said that she compared the two agreements and the only changes were the in location of the project, the project ID number/structure number and the exhibit number.

**Motion to approve the Stipulation Agreement for the Emerald Grove Road RR Bridge. (Sarah Pope/Dan Huisheere) The motion carried by voice vote with no negative vote.**

C. Discussion and action with Carol Esselman on parcel for sale that is owned by the Town

Carol Esselman presented the offers for the parcel on Waite Road.

**Motion to accept the bid of Gary Gilbank of \$102,000. (Sarah Pope/Loren Bobolz)**

**Roll Call Vote:**

**Sarah Pope, “Yes.”**

**Loren Bobolz, “Yes.”**

**Dan Huisheere, “Yes.”**

**Ben Wellnitz, “Yes.”**

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

**Motion to reject the offer by Michael and Sarah Jones. (Sarah Pope/Loren Bobolz) The motion carried by voice vote with no negative vote.**

**Carol Esselman will send it to Brabazon and Sharon Douglas will check with Attorney Oellerich on who should sign the closing papers.**

- D. Discussion and action on approval of Veterans Service Lists for Emerald Grove Cemetery Association and Mt. Philip Cemetery Association

The Veterans’ List for the Emerald Grove Cemetery Association was received.

**Motion to approve the Veterans List for the Emerald Grove Cemetery. (Ben Wellnitz/Dan Huisheere) The motion carried by voice vote with no negative vote.**

- E. Discussion and possible action on Shady Hill Mobile Home Park License

**Attorney Oellerich has not heard anything from Building Inspector Greg Noll or Owner David Merriam. The Board will ask Attorney Oellerich, Greg Noll , the Fire Chief and David Merriam to attend the August Town Board meeting.**

- F. Discussion of election supplies needed for Partisan Primary on August 11<sup>th</sup>, 2020

**Sarah Pope will provide disposable coveralls for the August 11<sup>th</sup> Election.**

**Motion we order a hand washing station for the August 11<sup>th</sup> election. (Dan Huisheere/Sarah Pope) The motion carried by voice vote with no negative vote.**

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

**Fire District Representative Loren Bobolz reported that there were 29 EMS runs and 27 Fire runs. The budget is on track. They have to be notified of anyone transported with COVID 19. The Captain position is still open. The parking lot is breaking up in back. Bryce Nass will donate his time if they find someone else to blacktop it. Brian Ayre will blacktop for the cost of the blacktop. It has been a busy time for calls in the Town of Bradford. The Fire District is running smoothly.**

H. Discussion and action on Zoning Officer Report

**MZIS issued a zoning permit to Leon Hahn to build a farm shop on parcel 6-3-183, 5129 S. Hofstrom Rd., a zoning permit to Ryan Scott for a deck at 13023 E. US Highway 14 on parcel no. 6-3-5.2, and a building permit to McGinnis Farms for a pole barn at 1528 S. Kemp Rd. on parcel no. 6-3-23.**

I. 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 Battermans wanted a T- intersection at the intersection of Creek Road and O'Riley Road to the south. Sharon Douglas, Dan Huisheere and Loren Bobolz viewed the intersection. Dan and Loren suggested that it remain a Y-intersection for the large trucks. They will keep the wide radius of the intersection of Creek Road and O'Riley Road to the south and pave the center of the Y- intersection to make the turn radius larger.

Sharon Douglas spoke with Ken Anclam about the culvert in his driveway and he informed her that he is planning to replace the culvert and redo his driveway. She then explained to Ryan Rudzinsky that it was the property owner's responsibility for replacement.

Battermans will be doing some water hydraulic studies for culvert drainage. Sharon Douglas spoke with Gary Kincaid regarding the culvert on the north side of Creek Road between the Turtle Creek Bridge and O'Riley Road. He said he was aware of it and will have it removed as they no longer use it for a field entrance.

Chair Sharon Douglas reported that there is a Creek Road Bridge Teleconference Report every Tuesday at 1:30 p.m. She stated that she had notes from the past three meetings. Demolition of the bridge is complete. The bridge timbers were removed by someone without the Town Board's knowledge.

Regarding the Emerald Grove Road at Jones Road culvert replacement and ditching project Sharon Douglas contacted Brian Ayre and he stated that he is ordering the culverts and hopefully the work would be completed in 3-4 weeks. He has been waiting for a dry spell but said he would have to work around the water.

The paver repair is complete on B-C Townline Road and on Waite Road and an invoice has been sent to the Town of Clinton for their share of the B-C Townline Road paver repair. The board reviewed the invoice sent to the Town of Clinton.

Dan Huisheere met with Paul Luety on tree removal on the north side of Creek Road east of the Creek Road RR Bridge. He proposed doing it in two phases with phase one to be tree removal on East Creek Road starting at South O'Riley Road to the new bridge on the north and south sides. He will trim/remove trees in the right of way and pile them in the north ditch line. The remainder of the trees on the north side are to be done at a later time along with burning of the trees. He will clean the road of debris along the shoulders with a track skid loader and haul away for \$2,550.00

Phase Two would be removal of trees east of the new bridge on Creek Road along the field to the north. He would burn the trees and existing piles from Phase One and haul away the ash piles and debris for \$2,750.00.

**Motion to have Paul Luety do the tree removal on Creek Road in two phases for a total of \$5,300.00. (Loren Bobolz/Sarah Pope) The motion carried by voice vote.**

J. Discussion and action on Town Hall Repair Committee Report

The board discussed options for the east ramp. Wayne Douglas will screw down the loose boards on the ramp. Loren Bobolz will check on a cement ramp. Composite decking will be checked on.

K. Discussion and action on approval of Driveway Permit Applications

No applications were received.

L. Discussion and action on Utility Permit Applications

No applications were received.

M. Discussion on concerns that resident at Wyman-Rye has

The resident has spoken with several board members about concerns about burning at an adjacent property owner's lot. Board members have been checking but have never seen any burning. The Board suggested that the resident call the Rock County Sheriff's Department when the burning is occurring.

6. Citizen Participation

None.

7. Announcements and Reports

A. The August Town Board meeting will be held on Tuesday, August 18<sup>th</sup>, 2020 at 6:30 p.m. at the Bradford Town Hall.

B. Rock County Clean Sweep Program has asked municipalities to adopt a resolution in support of the Clean Sweep Program.

**Motion to adopt a resolution in support of the Clean Sweep Program. (Loren Bobolz/Ben Wellnitz) The motion carried by voice vote with no negative vote.**

- C. Delavan Darien School District will have a referendum on the November 3<sup>rd</sup> ballot. They will have written reports for the August meeting.
  - E. Planning and Zoning Committee and Town Board Joint Public Hearing and Planning and Zoning Committee Meeting beginning at 6:30 p.m. on August 17, 2020 at the Bradford Town Hall.
8. Treasurer's Report
- Treasurer Jill Bier presented a Bank Service Agreement for First National Bank to be approved and signed.
- Motion to approve Jill Bier to sign the Bank Service Agreement for First National Bank. (Sarah Pope/Dan Huisheere) The motion carried by voice vote with no negative vote.**
- Motion to approve the Treasurer's Report. (Dan Huisheere/Ben Wellnitz) The motion carried by voice vote with no negative vote.**

9. Bills for Approval

**The clerk received notice of the 2% dues distribution of \$3962.50, this afternoon so she added it to the bills for approval to send it to the Clinton Fire Protection District.**

**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. (Ben Wellnitz/Sarah Pope) The motion carried by voice vote with no negative vote. The meeting was adjourned at 8:35 p.m.**

**Respectfully submitted,**

**Sandra Clarke, Clerk**