

**Town of Bradford
Town Board Meeting
Tuesday, January 17, 2017 immediately following the
2017 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 meeting of the Bradford Town Board to order on Tuesday, January 17, 2017 immediately following the 2017 Town Caucus. Also present were Supervisors Bob Broege, Andy Rye, Ron Duffy and Ben Wellnitz, Treasurer Jill Bier Clerk Sandra Clarke and Fire District representative Mick Mullooly.

2. Pledge of Allegiance

3. Adoption of the Agenda

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

4. Approval of the Minutes to the December 20th, 2016 meeting.

Motion to approve the minutes to the December 20th, 2016 meeting. (Ron Duffy/Andy Rye) The motion carried by voice vote with no negative vote.

5. New Business

A. Discussion and action on Recycling Contract for 2017

The Clerk reported that the proposed contract for recycling drop-off site with Lentell's Disposal is the same as last year. Andy Rye asked if anything was in the tax letter about curbside recycling. It was suggested that he could put something on the website. Chair Sharon Douglas expressed concern about those residents who have existing contracts with haulers. Andy Rye stated that supposedly it wasn't a problem for them to get out of the contracts. Jill Bier reported on the information she received from the Town of Harmony on their curbside recycling efforts and the problems they have encountered. Sandra Clarke reported on the Annual Clerk and Treasurer meeting speaker who addressed the group on the need for debt collection services for unpaid bills. If the recycling costs are put on the tax bills there is a problem with collection on delinquent tax bills. Bob Broege stated that the contract has worked well with Lentell's.

**Motion to approve Lentell's Disposal contract for 2017 for recycling drop-off.
(Bob Broege/Ron Duffy)**

Roll Call Vote:

Bob Broege, "Yes."

Andy Rye, "Yes."

Ron Duffy, "Yes."

Ben Wellnitz, "Yes."

Sharon Douglas, "Yes." The motion carried unanimously.

B. Discussion and action on renewal of roadside mowing contract

Chair Sharon Douglas reported that Bill Johns' contract is up and he is willing to continue for the same amount as the last 2 years which includes the first mowing for \$4500.00, the second mowing which is optional for \$2000.00 and the third mowing for \$5500.00.

Motion to approve the 2-year roadside mowing contract with Bill Johns. (Ron Duffy/Bob Broege)

Roll Call Vote:

Bob Broege, "Yes."

Andy Rye, "Yes."

Ron Duffy, "Yes."

Ben Wellnitz, "Yes."

Sharon Douglas, "Yes." The motion carried unanimously.

C. Discussion and action on Resolution for the re-adoption of the Rock County Hazard Mitigation Plan

Chair Sharon Douglas reported that in an effort to better prepare Rock County's vulnerability to disaster, the Rock County Sheriff's Office Emergency Management Bureau applied for, received and has now updated the Rock County Hazard Mitigation Plan through a Pre-Disaster Mitigation Planning Grant. The updated plan serves as a roadmap that outlines potential cost-effective hazard mitigation activities, some of which might be available for future grant funding. The plan highlights mitigation strategies that may reduce future losses. Adoption of the plan will not cost the town anything and the town would not be committed to complete any of the projects listed; but instead it is a list of triaged ideas that could be accomplished should the funding and will to complete them become available. She added that if the board does not adopt the plan. Our township would not be eligible to apply for and receive mitigation project funding in the future. She reported that the draft is available for public comment until Tuesday, January 24, 2017 and can be viewed in the lobby of the Rock County Healthcare Center or Clerk Sandra Clarke has forwarded it to all board members and has a hard copy available for viewing. Sharon

Douglas and Sharon Hargarten represented the Town of Bradford and served on the committee for this the last two years.

Motion to adopt Resolution #2016-64 regarding the Hazard Mitigation Plan. (Bob Broege/Andy Rye) The motion carried by voice vote with no negative vote.

D. Discussion and action on Zoning Officer Report

No new permits issued.

E. Discussion and action on report by Fire District Representative

Fire District Representative Mick Mullooly noted the run report included in the written reports distributed to the board members. There were 330 EMS calls in 2016. He added that they are planning the sleeping quarters in the Fire Station for the EMS.

F. Discussion and action on selection of design consultants for the Creek and Emerald Grove Road Bridge replacements

Chair Sharon Douglas reported that she had spoken with Duane Jorgenson who is the interim director for the County now that Ben Coopman has retired. Their recommendations for the design consultants were based on a format of statement qualifications that were 20 pages in length. They scored the applicants on their resumes, and other projects that they have done in the past that were similar to the Creek and Emerald Grove Road Bridges. Duane Jorgenson stated that the Creek Road Railroad Bridge will be a huge undertaking and that is why they didn't recommend one design consulting firm to do both bridges and the designs need to be done in a timely manner. Sharon Douglas added that according to Duane Jorgenson, both Jewel and MSA Professional Services have good working relations with the railroad. The recommendation is to have Jewell Associates Engineers be the design consultant for Creek Road Railroad Bridge and MSA Professional Services be the design consultant for the Emerald Grove Road Railroad Bridge.

Ron Duffy stated that he thought since the County was the lead on these projects, who they are comfortable with according to the 20 page qualification applications, would make it sensible to go with the County recommendation.

Motion to approve Jewell Associates Engineers as design consultants for the Creek Road Bridge and MSA Professional Services as the design consultants for the Emerald Grove Road Bridge. (Ben Wellnitz/Ron Duffy)

Roll Call Vote:

Bob Broege, "Yes."

Andy Rye, "Yes."

Ron Duffy, "Yes."

Ben Wellnitz, "Yes."

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

G. Discussion and action on Supervisors’ evaluation of their sections of roads

Andy Rye stated that he did not have anything to report on his section of the roads.

Ron Duffy reported that there are branches hanging down toward the road on Carvers Rock Road and on Avalon Road east of Highway 140 toward the north end.

Bob Broege reported that there are some branches also on Carvers Rock Road across from Leland Peich’s up toward the cemetery on the west side of the road. Bob Broege noted that the ditching on the west side of Carvers Rock Road just north of Bradford Town Hall Road has kept the water off the road. Ben Wellnitz did not have anything to report.

H. 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, Carvers Rock Road Bridge replacement, 5-year Capital Improvement Plan, B-C Townline Culvert engineering and replacement and S. Emerald Grove Road Culvert replacement

Chair Sharon Douglas reported that she had spoken with Town of Clinton Chairman Dave Brandl in regards to the B-C Townline Road Culvert which is being replaced as an intergovernmental project with the Town of Clinton. He had stated that it would be okay with their board to have Battermans provide the professional engineering services for design, permitting, bidding and construction management for the replacement of the existing concrete box culvert on B-C Townline Road approximately 100’ east of Highway 140. The total cost of the contract would be \$9480.00. She added that 50% of that cost would be paid by the County under the County Bridge and Culvert Aid. The other remaining balance of \$4740.00 would be split between the Town of Clinton (\$2370.00) and the Town of Bradford, which would leave the cost to the Town of Bradford at \$2370.00.

Chair Sharon Douglas stated that this will widen the road over the culvert and the board hopes to have this project done so that the heavy equipment that will be needed for the Carvers Rock Road Bridge over Turtle Creek replacement project later this summer, can use this route. It was noted that this would help keep that traffic off of Creek Road.

Ron Duffy presented photos and drawings proposing an increase in radius of the paved area of the intersection with Highway 140 from 34’ to 53’. He stated that he had asked Todd Needham about the feasibility of improving that area with 24’ of width and adding to the shoulders so they can control the trees with the mowing.

Ron Duffy suggested that the asphalt paving not be included in the contract but be a separate contract so the Board can contract those services and not be tied to the asphalt contractor the contractor doing the culvert replacement chooses.

Bill Johns stated that the Town of Clinton Board wants the 3' shoulders and ditching in the area and has no problem with the additional cost. Bill Johns suggested a meeting before it is bid out. Ron Duffy suggested a meeting members of both boards with Battermans to go over the project before they draw anything up.

Chair Sharon Douglas will call Todd Needham of Battermans and set up a meeting.

Motion to approve the contract with Battermans to provide the engineering services. (Bob Broege/Ben Wellnitz)

Roll Call Vote:

Bob Broege, "Yes."

Andy Rye, "Yes."

Ron Duffy, "Yes."

Ben Wellnitz, "Yes."

Sharon Douglas, "Yes." The motion carried unanimously.

Ron Duffy stated that he would like to see a board policy that \$10,000.00 of the roadwork budget be designated each year for brush cutting and tree trimming for five years and $\frac{3}{4}$ of it be used, with the other $\frac{1}{4}$ for emergency tree clean-up.

Motion to have a line item of \$10,000 per year for five years for brush and tree trimming. (Ben Wellnitz/Bob Broege) The motion carried by voice vote with no negative vote.

Ron Duffy reviewed some projects planned for this summer which include the paver repair for the sections of Creek Road east of Emerald Grove Road for which he had drawings and extension of the culvert on Avalon Road between the railroad and the DeLong Co. driveway. **Sharon Douglas will ask Todd Needham to meet her at the site to gather information on the best options for the board.**

The board reviewed the roadwork budget cash flow prepared by the clerk with the paver repair on Creek Road, B-C Townline Road culvert replacement and reimbursements, S. Emerald Grove Road culvert replacement already on the roadwork cash flow along with the routine maintenance items. The \$10,000.00 brush and tree removal, possibly \$30,000 for chip sealing and the Avalon Road culvert extension amounts are items to be added to the projected roadwork cash flow.

Ron Duffy presented information on "cement soil" technique for use in widening roads and curves and suggested that other board members look up this technique. The technique is one in which native soil is mixed with Portland cement. It was noted that the addition of asphalt to the shoulders on B-C Townline Road from Highway 140 west on the north side of the road and the area on the west side of the

road on the Carvers Rock Road hill north side done last year, has prevented erosion of the shoulder and roadway which had been a problem in the past.

I. Discussion and action on Town Hall Repair Committee Report

Nothing to report.

J. Discussion and action on approval of Driveway Permit Applications

No applications were received.

K. Discussion and action on approval of Utility Permit Application

No applications were received.

L. Discussion and action on reservations for the WTA District meeting

Bob Broege, Ron Duffy, Ben Wellnitz, Sharon Douglas and Sandra Clarke will attend the Wisconsin Town Association District Meeting in Whitewater on Saturday, February 11, 2017 from 8:00 a.m. to 3:30 p.m.

M. Discussion and action to set date for February Town Board meeting (a Spring Primary is to be held on the third Tuesday)

Chair Sharon Douglas announced that the Spring Primary will be held on the third Tuesday in February so the February Town Board meeting date will need to be changed. **Motion to move the February Town Board meeting to Tuesday, February 14, 2017. (Ron Duffy/Ben Wellnitz) The motion carried by voice vote with no negative vote.**

N. Discussion and action on 2017 Town Insurance renewal

The clerk provided information from the Horton Group Insurance agent on renewal options. The clerk advised that if they wanted to consider other carriers they should request bids be presented for the February meeting. Bob Broege suggested that they skip the other bids and stay with this company. The renewal application will include a request for quotes on excess liability increased amounts and a quote for coverage of records at the office of the clerk and treasurer, as in previous policies.

O. Discussion and action on Urban Towns Committee membership

Chair Sharon Douglas reported that she had called the Wisconsin Towns Association and they said the videos for use by town officials are included in the WTA dues and the Town does not have to pay the \$271 membership fee for these.

6. Citizen Participation

No one participated.

7. Announcements and Reports

- a. The February Town Board meeting will be held on Tuesday, February 14, 2017 at the Bradford Town Hall at 6:30 p.m.
- b. Rock County Sheriff's Report.
- c. The 2017 Final calculation of General Transportation Aids is \$116,970.24.
- d. The Rock County Unit WTA meeting will be held on Thursday, January 19, 2017 at 7:00 p.m. at the Lima Town Hall. Agenda will include Rock County Sheriff Deputy, a District Director Update and Discussion on Legislative Actions.
- e. City of Beloit 2016 Bio-solids payment is \$800.00.
- f. Chair Sharon Douglas reported that the Town's website can be reached by going to www.towofbradfordwi.com which will be easier for people access. She added that they would be reimbursing Jill Bier since she used her credit card to pay for the 2-year advance .com fee. There will also be a \$10.00 charge per year for the Privacy Protection Service to prevent domain-related spam email and attempts to hack our domain.
- g. Chair Sharon Douglas announced that the Federal Emergency Management Agency known as FEMA will be hosting a Flood Risk Review Meeting presented by the Illinois State Water Survey to discuss revisions to the Turtle Creek flood hazard information. Proposed changes to the Turtle Creek flood hazard information will only be associated with the Illinois Flood Insurance Rate Maps. She added that in the past Sharon Hargarten and she have been attending these meetings and she will attend this. The meeting is to be held on Tuesday, February 7th from 1-3:00 p.m. at the South Beloit City hall in South Beloit, Illinois.
- h. Chair Sharon Douglas announced that a public hearing will be held at the Rock County Courthouse by the Rock County Planning and Development Committee on January 26th, 2017 at 8 a.m. on the proposed revisions to the County Floodplain Zoning Ordinance. These revisions are being made to be consistent with the most recent state model ordinance and federal law. The County is required to administer a Floodplain Zoning Ordinance to be eligible to participate in the National Flood Insurance Program. She added that without this, property owners in the unincorporated areas of Rock County would not be eligible for federally backed flood insurance. The draft ordinance can be found on their website and the town clerk has a copy of the draft. Chair Sharon Douglas reported that following the recommendation by the Planning and Development Agency, the ordinance amendments would go the County Board for approval in February.
- i. Chair Sharon Douglas announced that she had received a call from Jim Brewer from the Clinton Schools who has a meeting set for February 15, 2017 at 6:30 p.m. at the High School to discuss the infrastructure of the library and other buildings. She added that all board members are invited to attend.

8. Treasurer's Report

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

9. Bills for Approval

Motion to approve the bills for payment. (Bob Broege/Ron Duffy) The motion carried by voice vote with no negative vote.

10. Adjournment

Motion to adjourn. (Ron Duffy/Ben Wellnitz) The motion carried by voice vote with no negative vote. The meeting was adjourned at 8:07 p.m.

Respectfully submitted,

Sandra Clarke, Clerk

Bolded items are minutes. Items not bolded are Clerk's notes.