

**Town of Bradford  
Town Board Meeting  
Tuesday, October 17, 2017 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 October Town Board meeting to order at 6:33 p.m. at the Bradford Town Hall. Also present were Supervisors Sarah Pope, Loren Bobolz, 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/Ron Duffy) The motion carried by voice vote with no negative vote.**

4. Approval of the Minutes to the Joint Public Hearing held on 9-18-2017 and the Town Board meeting held on 9-19-2017

**Motion to approve the minutes to the September 18<sup>th</sup> and 19<sup>th</sup>, 2017 meetings. (Ron Duffy/Loren Bobolz) The motion carried by voice vote with no negative vote.**

5. New Business

A. Discussion and action on 3-year Maintenance Assessment proposal

**Motion to approve the assessment maintenance proposal for J & L Appraisals LLC for 2018-2021. (Ben Wellnitz/Ron Duffy)**

**Roll Call Vote:**

**Sarah Pope, "Yes."**

**Loren Bobolz, "Yes."**

**Ron Duffy, "Yes."**

**Ben Wellnitz, "Yes."**

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

B. Discussion of Humane Society Contract

**The Board reviewed the Humane Society Contract proposal. The Board decided to continue with the current service of the constable for stray animals.**

C. Discussion and action on Zoning Officer Report

**No report of permits was received.**

D. Discussion and action on report by Fire District Representative

**Chair Sharon Douglas reported receiving a letter from the WI Department of Safety and Professional Services that an audit was done on September 22, 2017 to confirm compliance with the SPS 314 & State Statute 191.576 (6), all inclusive. The audit consisted of an examination of the records relating to fire department training, incident response, fire inspections and other fire department statutory requirements for the calendar year of 2016. In addition, they examined the budget to establish that the 2% monies were received by the department and spent on allowable items.**

**Mick Mullooly reported that they have received four applications for the position of EMS Coordinator and John Rindfliesch is talking with the Town of Beloit and the Town of Turtle about an agreement on paramedics so they could run with just paramedics.**

E. Discussion and action on approval of Fire District purchase of new suits

**Motion to approve the Fire Department borrowing money to purchase new suits. (Ron Duffy/Loren Bobolz) The motion carried by voice vote with no negative vote.**

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

Sarah Pope reported a large pothole on the end of Odling Road at Creek Road.

Sharon Douglas reported that she and Wayne Douglas were going to fill the potholes on Emerald Grove Road north of Highway 14, Cemetery Road, B-C Townline Road, Kemp Road and the intersection of Carvers Rock Road and Creek Road.

Loren Bobolz reported an area on Larsen Road east of Emerald Grove Road where he said water sits when it rains since the ditch is higher than the road.

Ron Duffy reported that the trees on the north side of Larsen Road need to be cut back from Highway 140 west.

G. 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, Creek Road, Emerald Grove and Carvers Rock Road Bridge replacements, 5-year Capital Improvement Plan, B-C Townline Culvert replacement and S. Emerald Grove Road Culvert replacement, Bridge Inspection Report, Creek Road Bridge east of O'Riley Road and O'Riley Road Bridge

Concerning the Emerald Grove Road Railroad Bridge Sharon Douglas reported that Highway Commissioner Duane Jorgenson spoke with her and Clerk Sandra Clarke after the LRIP training and informed us that the state requests a definite number on the cost of the bridge for budgeting purposes. She added that this involves having a Management Consultant do this and it would take about 6-8 hours with a cost he thought, of less than \$1000.00 which would be split 50/50 with the County if we were not awarded the funding. It involves a negotiated but not signed engineering contract. She added that Duane Jorgenson is still trying to get a signed agreement with the railroad. Duane Jorgenson was not able to attend the meeting tonight to go over this. The board decided to check with Amy Loudenberg and Duane Jorgenson and see if they could attend a meeting on this next week.

Chair Sharon Douglas reported that the Emerald Grove Road culvert just north of Creek Road is paved and finished. The seeding and straw was applied so she had the Treasurer send Bill Johns his check.

The shouldering on Emerald Grove Road and Avalon Roads was completed. Sharon and Wayne Douglas put up new road signs and posts for Kemp and Town Hall Road and for Emerald Grove and Creek Road intersections. They also put in one new black and white marker on the Inman Road culvert and a new post and stop ahead sign was moved and the brush was cut so that it was more visible. They placed a new black and white marker on the culvert at Inman Road and Larsen Road and put three on Larsen Road. They removed the rough road signs on Emerald Grove Road. Sharon Douglas reported that she had received a call at 6:45 am on Wednesday the 11<sup>th</sup> that there was a tree down on Avalon Road near Churchill's and she and Ben Wellnitz went out and cut it up.

The Paser Road Rating was completed by Sharon Douglas and Sandra Clarke.

Sharon Douglas and Sandra Clarke attended the training session for the LRIP (Local Road Improvement Program) which will now utilize a new web-based application submittal process. Towns with high-cost projects totaling \$100,000 or more in eligible costs qualify for the Town Road Improvement Discretionary Program (TRID). If the project costs \$65,000 or greater an engineering certification is required. LRIP is a biennial program and if awarded you have 6 years to complete the project if a road needs reconstruction. The 2018-19 Program Cycle would have a sunset date of June 23, 20123. The four things that the committee looks at when awarding funds are:

1. A road needing reconstruction.
2. Safety issues.
3. Traffic volume.
4. If the road is a boundary road, intergovernmental project.

Chair Sharon Douglas reported that she had spoken to Todd Needham from Battersmans who had previously done the application with her on the B-C Townline

Road Project and their cost to assist with an application for this cycle would be \$1700.00. The application would have to be completed by October 30<sup>th</sup> and in to the County for review (they have extended the deadline for this due to the state budget being late). The County then meets mid-November and has to have the application and all necessary paperwork in to the state by January 15, 2018. She added that there is no guarantee that we would be awarded funds and she stated that she had sent an application in for Emerald Grove Road from Larsen to Avalon Road in 2016 but we were denied.

In the past we have been awarded TRIP and TRID funds application for B-C Townline Road, Creek Road, Kemp Road and Carvers Rock Road.

Ron Duffy reported that he had met with Todd Needham and Laura from the DNR on the delineation for the culvert replacement on Creek Road just west of Carvers Rock Road. She had okayed the project without the need for delineation. Todd Needham had suggested applying for TRID funding for this culvert and applying for the County Bridge and Culvert Aid also. The Board discussed adding the intersection of Creek and Carvers Rock Roads to the TRID application with possibly a wider approach and rumble strips.

**Motion to authorize Sharon Douglas to contact Todd Needham and have him do a preparation of an application for TRID to replace the culvert on Creek Road and to see if the intersection can be added to that application and to also submit a petition and resolution to the County for the same project. (Ron Duffy/Ben Wellnitz)**

**Roll Call Vote:**

**Sarah Pope, "Yes."**

**Loren Bobolz, "Yes."**

**Ron Duffy, "Yes."**

**Ben Wellnitz, "Yes."**

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

**The Board decided to meet on October 23 or 24<sup>th</sup>, 2017 which ever date Duane Jorgenson and Amy Loudbeck would be available on the Emerald Grove Road Railroad Bridge Project. The Board will also work on plans for 2018 road work projects.**

**The board discussed getting a half load of cold patch for the winter months and asked Jill Bier to check if Bob Bier would have time to pick up half a load from Wolf Paving.**

H. Discussion of roadwork projects for 2018

**This will be discussed at the meeting next week.**

I. Discussion and action on 2018 Budget to propose

The Board reviewed the 2018 Budget to propose. The final cost of the Carvers Rock Road Bridge project has not been received and some Bridge Fund money will need to be used for the payment since only \$90,000 was budgeted to come from the highway expenditures for 2017.

**Motion to approve the proposed 2018 Budget to present at the November 21, 2017 Budget Hearing at 6:30 p.m. (Ben Wellnitz/Loren Bobolz) The motion carried by voice vote with no negative vote.**

J. Discussion and action on resolution and petition for County Bridge and Culvert Aid for replacement of the Creek Road culvert just west of intersection with Carvers Rock Road

**Motion to adopt Resolution 2017-69 for replacement of the culvert on E. Creek Road. (Ron Duffy/Ben Wellnitz) The motion carried by voice vote with no negative vote.**

K. Discussion and action on chain saw purchase

Chair Sharon Douglas reported that they had purchased a \$399.00 Stihl chainsaw for the board on sale for a cost of \$379.27.

**Motion to approve the purchase of the chain saw for the Town Board. (Ben Wellnitz/Sarah Pope) The motion carried by voice vote with no negative vote.**

L. Discussion and action on fax repair or replacement

**The fax modem in the copier is not working and it putting out the clerk's phone line. Sandra Clarke stated that a new fax could be purchased for \$75 instead of repairing the fax modem in the old copier however instead of faxing she scans and emails items so neither may be needed. The Board decided not to repair or replace the fax.**

M. Discussion and action on Town Hall Repair Committee Report

Nothing.

N. Discussion and action on approval of Driveway Permit Applications

No applications were received.

O. Discussion and action on approval of Utility Permit Application

No applications were received.

6. Citizen Participation

Mick Mullooly thanked the board for their work.

7. Announcements and Reports

- a. **The November Town Board meeting will be held on Tuesday, November 21, 2017 immediately following the 2018 Budget Hearing and Special Meeting of the Electors which will begin at 6:30 p.m. at the Bradford Town Hall.**
- b. **The Rock County Sheriff's Report was reviewed.**
- c. **The Preliminary 2018 General Transportation Aids calculation is \$126,903.68.**
- d. **The Final estimate of January 1, 2017 population is 1,074.**
- e. **The 2017 Certified Equalized Value as of January 1, 2017 is \$101,238,900.**
- f. **Ron Duffy suggested that the Town have Delmore Consulting come to a meeting and share what they can do for us and what the cost would be. The WTA has recognized Delmore Consulting in their monthly publication as a provider for Comprehensive Road Management Services. They provide road surface condition, do Paser rating, do roadwork bid letting, inventory and mapping and provide a road maintenance plan and a comprehensive portfolio. Chair Sharon Douglas stated that she would attempt to set up a time at the January or February meeting for them to address the board.**

8. Treasurer's Report

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

9. Bills for Approval

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

10. Adjournment

**Motion to adjourn. (Ben Wellnitz/Ron Duffy) The meeting was adjourned at 8:12 p.m.**

**Respectfully submitted,**

**Sandra Clarke, Clerk**