

**Town of Bradford
Town Board Meeting
Tuesday, August 18, 2020 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 August Town Board meeting to order on August 18, 2020 at 6:30 pm 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. (Dan Huisheere/Loren Bobolz) The motion carried by voice vote with no negative vote.

4. Approval of the Minutes to the July 21, 2020 and July 27, 2020 meetings

Motion to approve the minutes to the July 21st and July 27th, 2020 meetings. (Ben Wellnitz/Dan Huisheere) The motion carried by voice vote with no negative vote.

5. New Business

- A. Discussion and action on request by Braukhoff Trust for a land division of 5± acres of Parcel 6-3-260, 11643 E. Minkey Rd, and a change of zoning from A-1 to A-R on the newly created parcel

Chair Sharon Douglas reported that the Planning and Zoning Committee recommendation was to change the zoning from A-1 to A-2. She added that in regards to the land division, the board can approve it be rezoned as A-2 as the potential buyer would be utilizing the existing building and continue farming. She stated that the County Planning and Development Agency has added the following recommendation on conditions of approval: 1. Existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable). 2. Note on final CSM: Lot 1 contains existing buildings which utilize an existing private sewage system at the time of the survey. However...soils on the lot may be restrictive to the replacement of the existing systems. 3. Proposed lot lines must include the POWTS with the building which utilizes the system. 4. Dedicate 33 foot half road right of way along E. Minkey Road at the discretion of the Town. 5. Approval is conditioned on the Town of Bradford approving the requested zoning change. 6. Final CSM shall be submitted to and approved by the agency within one year after

preliminary approval. 7. Final CSM shall be recorded with the Rock County Register of Deeds within 6 months of the final approval. Chair Sharon Douglas stated that in regards to condition number 4, the dedication of the right of way, it has been the policy of the board to request an easement and not a dedication. She recommended that that is one thing they may want to change. With an easement the Town has the right to use but the property owner retains ownership.

Motion to approve the zoning as A-2 with the conditions as stated in the recommendations of the County except for Item 4. To be changed to an “easement” instead of “dedication”. (Loren Bobolz/Sarah Pope) The motion carried by voice vote with no negative vote.

- B. Patrick and Ashley Campfield with questions on the zoning of their parcel no. 6-3-68.1, 10348 E. US Highway 14, Avalon

Patrick Campfield stated that they were applying for a Federal Firearms License for temporary, part time income and not primary income. He stated that it is currently zoned A-1 so he did not understand where the change to R-R or A-R would come in. When asked how many guns he would have for sale, he stated that it would be under ten. When asked if he would have a public shooting range he stated that it would be only for himself and his family.

Attorney Michael Oellerich explained that when a property has a nonconforming zoning the policy of the Board has been to rezone them as they come up. He stated that with 1.4 acres the zoning should be R-R Rural Residential and they are requesting a Conditional Use Permit under the “home occupation” conditional use. He recommended that the Campfields apply to rezone from A-1 to R-R and for a Conditional Use Permit and that they revise their application and submit it.

- C. Discussion and possible action with Town Attorney Oellerich on the mobile home park license

Attorney Oellerich stated that when they had met previously the Town had some things they wanted including: provide an accurate list of names of owners of units, assure there were clearly visible numbers on units, hire an inspector to inspect the heaters on units, foliage cleared away from units and a “no additions” policy. He stated that the Town was concerned about the gutting out and remodeling of trailers and trailer no. 61 was told to cease. He stated that unfit trailers were to be hauled away.

Mr. Merriam stated that he was told the manager told them to get a permit and they didn't.

Attorney Oellerich stated that there is to be no remodeling of any trailer. Chair Sharon Douglas stated that she had the ordinance about no additions or

remodeling translated and printed in Spanish and took them to the mobile home park for distribution.

Mr. Merriam stated that going forward he should just remove them all and space them better in the park. He said it was fairly easy to remove and he would allow about 30 days to move them.

Chair Sharon Douglas said that the Town was concerned about the safety of the people there and trailers had been added onto.

When asked about a time frame, Mr. Merriam asked that the Town reissue the license and then a year. He said he would have to go to Grant County where the trailers were made to find out about slabs and wheels.

Attorney Oellerich stated that there are a number of things that have not been done and the Town is looking for something actionable and a plan. The park needs to get done to a more manageable number of trailers. Attorney Oellerich added that two years ago, the owner and manager were notified of the “no additions” policy and the Town notified the residents. He added that Mr. Merriam needed a plan of what is going to happen in 60-90 days. He stated that it is state law that you cannot modify a mobile home and it has been that way for 12 years.

Building Inspector Troy Everson stated that 80% of the trailers are non-compliant. And he would get Mr. Merriam information on the slabs. He added that it should be easy to get the locations setup and he would help.

Mr. Merriam stated that he could start evicting people rapidly. Attorney Oellerich stated that the plan was not to evict, them but was to remove them when they became empty and don't fill them, but instead remove them. He stated when unit 61 is vacant then take it out according to the plan and spacing.

Mr. Merriam stated that he was talking about evicting them all and clearing them out.

Sharon Douglas stated that the Town doesn't want to clear out the people. The Town has a list of the vacant trailers to be removed.

Attorney Oellerich suggested that they meet back in October or November with a plan of what the park will be. Troy Everson could help with the uninhabitable trailers. Dan Huisheere suggested that he could get rid of the empty units and come back with a plan of how he is going to make it safe. Chair Sharon Douglas suggested that he come back to the October meeting. Attorney Oellerich stated that he would send a letter out later this week and suggested the Town renew the license.

Motion to renew the license for a year with the condition that we will keep closer contact with Mr. Merriam and he will be back in two months with a plan. (Lorne Bobolz/Ben Wellnitz) The motion carried by voice vote with no negative vote. It was noted that the license runs from May to May.

- D. Discussion and action on approval of Veteran's Service List for Mt. Philip Cemetery Association
Motion to approve the Veteran's Service List for Mt. Philip Cemetery Association. (Sarah Pope/Dan Huisheere) The motion carried by voice vote with no negative vote.
- E. Delavan Darien School District Report
Chair Sharon Douglas read the Delavan Darien School District report.
- F. Discussion and action on Election Security SubGrant Program Memorandum of Understanding
Clerk Sandra Clarke reported that they have opened the Election Security SubGrant Program again. The program would provide \$600 toward a computer and \$500 toward IT. The clerk has already completed all the training required and will update the contingency plan. The Board would need to approve the Memorandum of Understanding, a computer would need to be purchased and IT contracted.
Motion to approve the MOU for the Election Security SubGrant Program. (Loren Bobolz/Sarah Pope) The motion carried by voice vote with no negative vote.
- G. Discussion and action on COVID and CARES grants
The Town of Bradford has been allotted \$17,282.00 in COVID and CARES Grants. Some of the items needed are a drop box for ballots, label writer and labels. It could be used for computers and printers and IT support. The Town of Harmony is purchasing computers and printers for all board members and IT support.
Motion that Sandy go ahead and take care of the grants for COVID and CARES and get equipment. (Loren Bobolz/Sarah Pope) The motion carried by voice vote with no negative vote.
- H. Discussion and action on Resolution in Support of Clean Sweep Program
Motion to approve the Resolution in Support of the Clean Sweep Program. (Ben Wellnitz/Loren Bobolz) The motion carried by voice vote with no negative vote.
- I. Discussion and action on report by Fire District Representative
Loren Bobolz reported that there were 3 or 4 accidents in Bradford, one nursing home had three positive coronavirus tests and the budget is on track.

J. Discussion and action on Zoning Officer Report

MZIS issued the following: a zoning permit to Leon Hahn to build a farm shop at 5169 S. Hofstrom Road, Darien, a building and zoning permit to Ryan Scott for a deck at 13023 E US Highway 14, Avalon and a building permit to McGinnis Farms for an addition on a pole barn at 1528 S. Kemp Road, Avalon.

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

Matt Yoss repaired the hole in the blacktop on Maple Lane by Loren Bobolz's. There is a pot hole on Odling Road by the substation. Chair Sharon Douglas will check on the damaged guardrail by O'Riley Road. Sharon Douglas received a call from Dave Brandl about the semis using B-C Townline Road. Chair Sharon Douglas stated that they were using Avalon Road also. She spoke with Kristen at the Rock County Communications Center on this. She informed them that we have "No Thru Truck" signs up in Avalon. Dave Brandl is going to order the signs for B-C Town line Road and Sharon and Dave Brandl have both called the Rock County Sheriff's Department to request assistance with this matter. Rock County Officer Laufenberg said they will increase their patrols out on B-C Townline and Avalon Roads.

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, Multimodal Local Supplement Project

Chair Sharon Douglas reported that on July 30th she received a notice that the recent action by the Wisconsin Supreme Court impacted the MLS program for the E. Creek Road Project. On July 19th the court action overturned the veto and voided the MLS program. Since the court action the DOT has analyzed the ruling and developed a contingency plan to fund the projects that had been awarded MLS grants. The DOT has determined that the Creek Road project met the requirements and will be funded under the LRIP program. The LRIP committee approved the project on July 27th, 2020. In total 77 Towns' former MLS projects were qualified. The DOT will be amending any signed SMA issued through the MLS projects, to conform with the LRIP requirements. Sharon Douglas contacted Batterman's and forwarded this to them. Ryan Rudzinski told her that it would be no problem and they were already following the LRIP requirements.

She let him know that in the interim, the Town has the authorization to continue with the projects and incur any costs associated with it.

Concerning the O’Riley Bridge over Turtle Creek, Sharon Douglas spoke with Duane Jorgenson as he had informed the board back in September 2019 that the bridge inspection report had come back with a sufficiency rating of 32.8. He advised that, the board would want to apply in 2021 for funding. He thought that the deck may need to be replaced and the super structure rehabbed. They will have a snooper to use to do a closer observation of pier bearings.

Chair Sharon Douglas reported that every Tuesday a short construction meeting is held on the Creek Road RR Bridge project. She stated that as of the week of August 4th, the pilings are done and the footings will be poured on the 10th or 11th and then Concrete Structure will begin their MSE wall construction. She added that the main concern is how to keep the piles within the abutment during the MSE wall construction and they will be measuring during that period. Large piles of dirt are being placed on the ramps to avoid someone driving off them. Barricades and signs are still being moved by someone so they have asked all participants to please put them back up and Colten is checking daily. The update this week was that there are 41.5 days left, areas that had washed away with the rain were reseeded and the west abutments are going up. Hofstrom Road is completely closed now and Sharon Douglas contacted Chief Ruosch. The DOT asked Sharon Douglas what to do, since people were still moving the barricades especially on the weekends. She called the Rock County Sheriff’s Department and they will put it on their “Hot Sheet” and increase patrols of the area.

Ben Wellnitz will take in the tires and mattresses. Chair Sharon Douglas straightened up the stored road signs and put a list on the wall.

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 Utility Permit Applications

No applications were received.

P. Discussion of 2021 Budget preparation

Board members were asked to consider any changes they may want included in the 2021 budget.

Q. Discussion of 2020 Equalized Value Report

The 2020 Equalized Value Report was reviewed.

6. Citizen Participation

7. Announcements and Reports

- A. The September Town Board Meeting will be held on Tuesday, September 15th, 2020 at 6:30 p.m. at the Bradford Town Hall.**
- B. Rock County Sheriff's Report was received.**
- C. Delavan Darien School District will have a referendum on the November 3rd ballot.**
- D. DOA preliminary estimate of the January 1, 2020 population is 1,066.**
- E. The Assessor, John Strehmel will hold Open Book on Tuesday, September 1st, 2020 from 4:00 to 6:00 pm. at the Bradford Town Hall.**
- F. Board of Review will be held on Tuesday, September 8th starting at 6:00 pm 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. (Dan Huisheere/Ben Wellnitz) The motion carried by voice vote with no negative vote.

10. Adjournment

Motion to adjourn. (Dan Huisheere/Loren Bobolz) The motion carried by voice vote with no negative vote. The meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Sandra Clarke, Clerk

Bills for Approval

Rock Energy Cooperative	Town Hall Light	\$26.36
Alliant Energy	Hwy. exp. – street lights	50.31
Rock Valley Publishing LLC	Publications- Recycling = 8.16, Election exp. =50.89, Zoning exp. = 23.42, Town Bd. exp. = 36.78	119.25

Lentells Disposal	Recycling	500.00
Clinton Community School District	Monthly Parking Permit Fees- (July & August)	315.20
Pat's Services, Inc.	Town Hall exp.- (7-11 to 8-07-2020)	90.00
Nowlan & Mouat LLP	Legal Fees – Merriam = 55.50, Emerald Grove Rd RR Bridge= 55.50	111.00
Gail Kuhlow	Town Hall exp. – mowing	400.00
Clinton Fire Protection District	Second ½ Fire District Budget	59,074.78
Sharon Douglas	Town Bd. exp. – deck screws = 21.32, Internet = 314.90 (April-August)	336.22
Sandra Clarke	Election exp. – screen cleaning kits	36.22
Election Systems & Software, LLC	Election exp. – ExpVote hardware Maintenance fee=16.25, license Fee=10.83	27.08
Rock County Dept. of Public Works	Hwy. exp. - Emerald Grove RR Bridge = 15.10, Creek Rd. RR Bridge = 100.76 (Federal Aid Design)	115.86
Pat's Services, Inc.	Election exp. – hand washing Station	140.00
Batterman	Hwy. exp. – MLS project Creek Rd. –Geotechnical Exploration=2,000.00,	

	Engineering design & Permitting- 11,772.00	13,772.00
Bill Clarke	Town hall exp. – insect fumigators	16.87
Rock County Land Conservation Dept.	Donation- Clean Sweep	250.00
Jill Bier	Poll Worker per diems & hazard pay	200.00
Vicky Duoss	“ “	200.00
Sharon Hergarten	“ “	<u>200.00</u>
	Total August Expenses	\$75,981.15