

**Town of Burke Board Meeting Minutes – January 19, 2011**  
**6:00 p.m.**

Board members in attendance: Chairman Viney (arrived at 6:29 p.m.), Supervisor Berg, Supervisor Hess, Supervisor Munson and Supervisor Searls. Also in attendance: Brenda Ayers, Clerk/Treasurer; Ron Kurt, Public Works and Anne Anderson, Town Engineer. See attached list for other interested parties in attendance.

**1. ADMINISTRATIVE**

- a. It was determined that a quorum was present and that the meeting was properly posted.
- b. The meeting was called to order at 6:00 p.m. by Hess.
- c. The Pledge of Allegiance was recited.
- d. Public Hearing to consider a request submitted by Welton Family Limited Partnership for the purpose of combining lots 1-4 of CSM 8165 to resolve the issue of lot lines crossing on the existing building, property located at 4401 State Highway 19 (parcel numbers 0810-052-8003-2, 0810-052-8018-5, 0810-052-8033-6 and 0810-052-8048-9). Kurt Welton explained that the building crosses lot lines. He is selling the properties and would like to combine the properties into one parcel to clean up the lot lines to accommodate future expansion of the building. No one else spoke for or against the request.
- e. Public Hearing to consider a request submitted by Little Explorers Inc. for allowing for expansion of the daycare to increase the capacity from 113 children allowed under the current CUP# 2028 to 179 children, new CUP# 2160, property located at 5218 Reiner Road (parcel number 0810-252-8730-0). Tim Kritter, TJK Design, explained he is working with the property owners (Bob and Darlene Davis) to add 4,000 square feet to the back of the existing building. The erosion control plan has been approved by Dane County and they have obtained the sanitary permit for the project. Hess read an email received from Mike Parlow on Sandy Lee Lane in opposition to the increased capacity of the facility. No one else spoke for or against the request.
- f. Approval of December 15 and December 22, 2010 Board meeting minutes. Motion: Searls/Munson to approve the minutes as revised. Motion carried. Revision to the December 22, 2010, minutes last sentence in item 1d. should read: No one was present to speak for **or** against the amendment.
- g. Public Works report. Kurt reported that the salt bill through end of December 2010 was \$11,000 which reflects an average use of salt so far. However, the salt budget was exceeded in 2010. Kurt also reported that a hydraulic hose blew on Schleicher's truck last week. Blooming Grove returned the key to the storage area and sent a thank you card to the Town for allowing them to store their plow truck in the shed. Hess noted that the PW staff has done a good job in keeping the roads safe.
- h. Clerk/Treasurer report. Ayers reported that Ford has resigned and her last day will be February 17, 2011. An advertisement for the position has been placed on the WMCA and Town's Association websites. Ayers and Ford met with representatives from the bank of Sun Prairie in December to start investing funds in CDARS. The audit is scheduled to start on February 8. Ayers suggested cancelling the Board meeting on February 2 due to lack of agenda items and her vacation. Ayers reported on the letter

- received from Schlobohm's attorney. It was the consensus of the Board to proceed with litigation.
- i. Finance Report. The Cash On Hand report through December 31 prepared by Ford was provided in the Board packet. Tax collections in December 2010 were approximately \$40,000 lower than 2009.
  - j. Approval of Bills. Board members reviewed the bills and signed the Town Board Approval cover sheet for check number 24171-24251 and payroll related disbursements number 1485-1522.
  - k. Public Concerns: none.

## **2. NEW BUSINESS**

- a. Recommendation from the Plan Commission to consider a request submitted by Welton Family Limited Partnership for the purpose of combining lots 1-4 of CSM 8165 to resolve the issue of lot lines crossing on the existing building, property located at 4401 State Highway 19 (parcel numbers 0810-052-8003-2, 0810-052-8018-5, 0810-052-8033-6 and 0810-052-8048-9). Motion: Berg/Munson to approve the request to combine lots 1-4 of CSM 8165 to create a new one lot CSM. Motion carried.
- b. Recommendation from the plan Commission to consider a request submitted by Little Explorers Inc. for the purpose of allowing for expansion of the daycare to increase the capacity from 113 children allowed under the current CUP# 2028 to 179 children, new CUP# 2160, property located at 5218 Reiner Road (parcel number 0810-252-8730-0). Bob Davis said with the expansion they plan to add 9-10 new employees. Anne Anderson inquired about additional parking. Kritter said they do not plan to add parking at this time but there is room if they need additional space. Hess reported that the Plan Commission recommended approval with the change to condition number 8 of CUP number 2028 from 113 children to 179 and the other ten conditions remain the same. Kurt asked if there have been any issues with ingress and egress off Reiner Road. Davis said he has not received a lot of complaints. Motion: Berg/Munson to approve CUP #2160 with the change to condition number 8 to 179 children and the other conditions remaining the same as CUP 2028. Motion carried.
- c. Operator's licenses. None.
- d. Requests for waiver of trash pick up fees (Viney arrived at 6:29 p.m.). Diesel Injection Service, Sanderson Properties Partnership, Recycling Realities and James Rule submitted written requests to have the trash pick up fee removed from their tax bills. Motion: Hess/Berg to uphold previous decision to deny the requests even if they have a contract with a private service because they have the ability to use the service provided by the Town through Waste Management. Nay- Searls. Motion carried.  
Motion: Berg/Hess to take the agenda out of order and proceed to item 3a. Motion carried.
- e. 2011 road projects. A copy of information provided by Lew of Mead and Hunt regarding road ratings and suggested maintenance was included in the Board packet. Hess asked why Breeze Drive was not included in the suggested maintenance when it was rated lower than other roads. Kurt replied that a portion of the road is in the Town of Sun Prairie and it would make sense to coordinate the work with Sun Prairie. Kurt will contact the Town of Sun Prairie regarding their plans for Breeze Drive. Staff will meet

- with Lew of Mead and Hunt to obtain more information on potential projects prior to the next Board meeting.
- f. Consideration of an employee incentive bonus for reduced costs in contracted snowplowing. Schleicher had previously suggested that staff plow some roads which were previously contracted out. His suggestion resulted in a \$2,500 reduction in the contract. Motion: Munson/Searls to award Schleicher a \$250 employee incentive bonus. Motion carried.
  - g. Ordinance 01192011A to repeal and recreate Section 90.04 of the Uniform Code of Ordinances regarding the Municipal Court Judge Term. Motion: Hess/Berg to authorize the Town Chair and Town Clerk to sign the ordinance as presented. Motion carried.
  - h. Ordinance 01192011B to repeal and recreate Section 4-4-1(3) of the Town of Burke Code of Ordinances regarding driveway permit fees. Motion: Hess/Munson to authorize the Town Chair and Town Clerk to sign the ordinance as presented. Berg-nay. Motion carried.
  - i. Request for feedback on the draft changes to Dane County accessory structure regulations. No action was taken.

### 3. OLD/UNFINISHED BUSINESS

- a. Update Town Storm water issues-Charlotte's Walk, Wynbrook and Raintree subdivisions. Anne Anderson of Mead and Hunt explained that according to the recreated modeling of the Charlottes Walk subdivision area, the Town's requirement to maintain a runoff rate for the 10 year storm is not being met. Anderson's recommendations for improvement included: 1) removing the culvert at the end of Kittleson Court, 2) adding to culverts to the beginning of Kittleson Court and Charlottes Way 3) adding a culverts on Templeton Terrace to the west of Kittleson 4) excavating and cleaning out the pond and 5) adding an outlet structure to the pond. Anderson warned that these modifications will still not meet the 10 year storm but it will be closer to meeting the requirement than the current model. She also recommended working with the land owner who owns the undersized culverts at the downstream side of the pond to replace the culverts with appropriately sized culverts at a lower elevation. Due to permit and bidding requirements, Anderson said the work will not be able to be done until the winter of 2011-2012. She recommended that the culvert removal/installation is coordinated with the 2012 road projects. Anderson submitted an approximate cost of \$96,000 for construction costs and \$1,500 for permit fees; not including engineering costs. Anderson was asked to provide an estimate of the engineering fees prior to the next Board meeting.
- b. Committee & Commission appointments. No action was taken.
- c. Possible repair of Charlotte's Way. No action was taken.
- d. Follow up on 2009 Road projects. Ayers reported that the town attorney has the \$17,500 in escrow and that the attorney's are negotiating a release agreement.
- e. EMS District dissolution. Motion: Hess/Munson to approve the district dissolution template dated 1/11/11. Motion carried.
- f. Discuss options of prosecuting attorney through NECC. No action was taken.
- g. Possible Town TIF. No action was taken.
- h. Savannah Brooks Easement request. Ayers reported that she and Hughes are waiting on more information from Lawton.

**4. COMMITTEE REPORTS (AS APPLICABLE)**

- a. Plan Commission/ETZ Committee- no update.
- b. Parks Commission- no update.
- c. EMS Committee- no update.
- d. Fire Commission- no update.
- e. NECC- no update, meeting January 24.
- f. JRTC- the commission is working with Ady Voltedge to provide a marketing plan for the DeForest area.

**5. ADJOURNMENT**

Motion: Hess/Munson to adjourn. Motion carried. Meeting adjourned at 8:12 p.m.

Brenda Ayers  
Clerk/Treasurer  
Town of Burke  
2/08/2011