

**Town of Burke Board Meeting Minutes – February 16, 2011**  
**6:00 p.m.**

Board members in attendance: Chairman Viney, Supervisor Berg, Supervisor Hess, Supervisor Munson and Supervisor Searls. Also in attendance: Brenda Ayers, Clerk/Treasurer; Ron Kurt, Public Works; Lew Kollmansberger and Anne Anderson, Town Engineers. 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 Viney.
- c. The Pledge of Allegiance was recited.
- d. Approval of the January 19, 2011, Board meeting minutes. Motion: Hess/Munson to approve the minutes as presented Motion carried.
- e. Public Works report. Kurt reported that there weren't any major issues with the blizzard the beginning of February. The Town Hall roof is leaking in some spots due to ice dams. There was also a leak in the shop due to snow build up where the foam is missing in the ridge caps. Salt use is lower than in the past. Very little salt was used during the salt last storm.
- f. Clerk/Treasurer report. Ayers reported that 371 people voted in the Town on February 15, which was a 17% turnout. The \$17,500 from Payne and Dolan was received in the office. The first payment on the EMS dissolution in the amount of \$100,647.69 was also received. Ayers recommended cancelling the March 16 meeting so Board members and staff can attend the Discover Wisconsin Premiere party sponsored by the JRTC.
- g. Finance Report. The Cash On Hand report through January 31 prepared by Ford was provided in the Board packet.
- h. Approval of Bills. Board members reviewed the bills and signed the Town Board Approval cover sheet for check number 24252-24298 and payroll related disbursements number 1523-1553.
- i. Public Concerns: Joe DeYoung, MSA Professional Services, apologized for not taking care of the Town as a client in the past and offered to finish the work on the 2009 road projects.  
Motion: Hess/Berg to take the agenda out of order and to proceed with items 3a.and 3b.  
Motion carried.

**2. NEW BUSINESS**

- a. Operator's licenses. Motion: Searls/Munson to issue an Operator's License to Ward Stone. Motion carried.
- b. Status of Town Hall cleaning staff. Kurt tried to make contact with Chris Ecker regarding his availability and did not receive a response. Ecker has filed for unemployment and the Town will have some liability. Kurt and Ayers would like permission to hire someone to clean the Town Hall. An ad will be placed in the March newsletter.
- c. Deputy Clerk/Treasurer position. Ayers and Viney conducted interviews on February 14<sup>th</sup>. Searls will conduct a background check on the number one candidate.

### **3. OLD/UNFINISHED BUSINESS**

- a. 2011 Road Projects. Kollmansberger reported that he and Anderson met with Kurt and Ayers regarding potential road projects. His recommendation and related costs were included in the Board packet. He spoke with the City of Madison and they do not have any reconstruction plans for Felland Road. Kollmansberger estimated that repairs to Felland would cost \$200,000 to patch and chip and \$450,000 for milling. Hess pointed out that the City does have a plan to extend sewer on Felland Road which will involve tearing up a portion of the road. Projects suggested are: Portage Road in the Token Creek area, Reiner Road north of Nelson, the intersection of Fox Run and Harvest Lane and repairs to the 2009 road projects. The estimates for the 2009 road project repairs will need to be revisited in the spring. The Portage Road reconstruction will occur after the 4<sup>th</sup> of July. Kollmansberger will prepare the bid documents for release in May. Kurt suggested that the Portage Road repairs include a portion of Mary Ida which is also in need of improvements. Kurt reported that he spoke with the City of Sun Prairie about McCoy Road and there is still a possibility that the DOT will change the off ramp in that area. Kurt also contacted the Town of Sun Prairie and they do not have any plans for repairs on Breeze Drive. Kurt suggested coordinating repairs to Breeze with repairs to Broken Bow in the future. Kurt also noted that there are mailboxes that still need to be moved in the area of the 2009 road projects.
- b. Update Town Storm water issues-Charlotte's Walk, Wynbrook and Raintree subdivisions. Mead and Hunt submitted a Professional services acknowledgement in the amount of \$19,800 for engineering and meeting attendance related to the Charlotte's Walk Stormwater Pond 2 Sediment Removal. Motion: Hess/Searls to authorize the Town Chair to sign the Professional services acknowledgement as presented. Motion carried. Anderson suggested that the Town apply for a CDBG grant for the project. Motion: Hess/Munson to return to item 2a.on the agenda. Motion carried.
- c. Committee & Commission appointments. No action was taken.
- d. Possible Town TIF. Viney, Ayers and Hughes will meet with Frahm, Welton and Ramsey the beginning of March.
- e. Savannah Brooks easement request. No action was taken.

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

- a. Plan Commission/ETZ Committee- ETZ was canceled in February. The Plan Commission will meet on February 23<sup>rd</sup>.
- b. Parks Commission- the Easter Egg Hunt and Arbor Day have been scheduled.
- c. EMS Committee- nothing to report.
- d. Fire Commission- next meeting is March 7<sup>th</sup>.
- e. NECC- nothing to report.
- f. JRTC- next meeting is February 21<sup>st</sup>. Discover Wisconsin premiere party is March 16<sup>th</sup>.

- 5. CLOSED SESSION. THE TOWN BOARD WILL CONVENE INTO CLOSED SESSION PURSUANT TO WI STATUTE 19.85 (1) ( C) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, for the purpose of discussing the interview results for the Deputy Clerk/Treasurer position.** The Board did not convene in closed session.

**6. OPEN SESSION. The Town Board will reconvene into open session pursuant to WI Statutes 19.85 (2) for discussion and possible action regarding matters discussed in Closed Session**

**7. ADJOURNMENT**

Motion: Hess/Munson to adjourn. Motion carried. Meeting adjourned at 7:15 p.m.

Brenda Ayers  
Clerk/Treasurer  
Town of Burke  
2/25/2011