

Town of Burke Board Meeting Minutes – June 20, 2012
6:00 p.m.

Board members in attendance: Chairman Viney, Supervisor Berg, Supervisor Hess and Supervisor Munson. Excused: Supervisor Searls. Also in attendance: Brenda Ayers, Clerk/Treasurer; Ron Kurt, Public Works; Kim Peterson, Deputy Clerk/Treasurer 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 Viney.
- c. The Pledge of Allegiance was recited.
- d. Public hearing on a proposed two lot CSM submitted by Burse Surveying on behalf of Welton Enterprises to reconfigure the current lots (lot 1 of CSM 13062 and lot 21, second addition to Highway 19 Commercial Plat) and a Conditional Use Permit (CUP) submitted by Steve Ross of North American Mechanical for the purpose of outside storage of job trailers and vehicles. Properties located at 4401 State Highway 19 and 6308 Pepsi Way (parcel numbers 0810-052-8025-0 and 0810-052-1300-6). Ayers read the letter of support from Badger Truck Center. No one spoke for or against the petition.
- e. Public Hearing on Liquor License renewals. No one spoke for or against the license renewals.
- f. Approval of minutes from the May 16, 2012, Board meeting. Motion: Hess/Munson to approve the minutes as presented. Motion carried.
- g. Public Works report. Kurt reported that staff recently finished the second round of chipping in June. Ditch mowing is also complete. The Spring Clean Up Day on May 19 did not have a huge turn out but those who participated thought it was a good idea. The precon meeting for the 2012 Roads Project was held June 12. The tractor was taken to Carl F. Statz for repairs to an air conditioner line that came apart on the seam.
- h. Clerk/Treasurer report. Ayers reported that she has not received a response to a letter she sent to Tierney and Gehrke regarding the final layer of asphalt in Gehrke's Knoll. She recommended that Viney follow up on the letter via phone call to either Tierney or Gehrke. Mart Enterprises and Prairie Power continue to work with the City of Sun Prairie regarding the proposed CSM and rezone on South Thompson Rd. The property owners recently offered to agree to annex the property prior to development so the City will have input how the property is developed. Jerry Woods was given permission by Dane County to grade the property on the corner of Burke and Reiner Roads (Ger Woods Development site). They are hauling material to/from the new Costco site. The turnout for the June 5 election was excellent with 1823 voters and approximately 200 new registrations. Ayers attended a meeting held by Dane County Emergency Management regarding new private sector damage reporting requirements. July 23-26 she will attend the Masters Academy at UW Green Bay. The first Town Board meeting in July is canceled due to

the holiday on the 4th. The next meeting will be July 18.

- i. Finance Report. Peterson reported that due to the election she hasn't completed the bank reconciliation for May. She will email the Cash on Hand report to the Board once it is completed.
- j. Approval of Bills. Board members reviewed the bills and signed the Town Board Approval cover sheet for check number 25169-25259 and payroll related disbursements number 2023-2062.
- k. Public Concerns: Peterson read Deputy Veto's report for the month of May.

2. NEW BUSINESS

- a. Resolution 06202012A Approving The Two Lot Certified Survey Map (CSM) Submitted By Burse Surveying On Behalf Of Welton Enterprises) And The Conditional Use Permit (CUP) Submitted By Steve Ross Of North American Mechanical. Hess reported on the Plan Commission recommendation. Hess requested that item 1. on the resolution provided in the packet be revised to read: "The CUP limits the outside storage of **semis and** trailers to **a combined total of** eighteen (18) and" (changes in bold). Motion: Hess/Berg to approve the resolution as revised. Motion carried.
- b. Renewal of Liquor, Cigarette and Operator's licenses. Included in the Board packet was a report prepared by Peterson noting each establishment, the number of Operator's License renewals, the names of new Operator License applications and items outstanding (if any). Copies of the application forms for new operators were also included in the packet. She reported that other than the auxiliary questionnaire for the Keg, the outstanding items have not been satisfied. Motion: Hess/Munson to approve the granting of retail licenses to: Burke Station, Eagle Crest, TA- Madison Travel Center, Paddle Inn, Seminary Springs, VFW Post #8483, Stop N Go, Speckled Hen Bed & Breakfast, Pine Cone, The Keg, Kwik Trip and Rodeside and to grant operator licenses to those with complete submittals. Motion carried.
- c. Requests from the VFW for temporary Class B permits for Rhythm and Booms on June 30 (rain date July 1) and a Car Show on August 25, 2012. Scott McCann, VFW manager, told the Board that Rhythm and Booms will operate from 4-11 p.m. and other than a later start time the event will be the same as in past. The car show will be held from 2-6 p.m. A security agreement with sheriff's department is in place for both events. Motion Hess/Munson to grant a temporary Class B permit for Rhythm and Booms and the Car Show as presented. Motion carried.
- d. Approval of the 2011 CMAR report and related resolution number 06202012B. Ayers noted that the Town scored an "A" grade in both the Financial and Collection System sections of the report. Motion: Hess/Berg to approve the 2011 CMAR report and related resolution number 06202012B. Motion carried.
- e. Assessor's contract renewal and discussion of the terms thereof. The current contract with Equity Appraisal expires 12/31/12. A copy of a proposal for 2013 services from Equity Appraisal was presented to the

- Board. Ayers will gather additional information prior to the next Board meeting.
- f. Charlotte's Walk Pond 2 un-named tributary (BB1) restoration. Anderson reported on her June 6 memo which was included in the Board packet. Anderson recommended performing a small study of the area to gather information and determine an action plan. The Board suggested that Anderson prepare a project scope with study items 1-7 in her memo and an option of item number 8.
 - g. 2012 Roads Project update. Anderson reported that a precon meeting was held on June 12 with Wolf, Alliant and WE Energies. Anderson expressed her concerns that the project schedule submitted by Wolf does not allow for sufficient time for concrete curing and inclement weather. She is working with Wolf to revise the schedule. Anderson noted that the schedule revision might prompt Wolf to ask for an extension to the August 17 due date of the project. Since the next Board meeting is a month away, Anderson requested that if the Board is inclined to grant an extension, they take action to give her and Ayers permission to extend the deadline if requested by Wolf Paving. The extension would be granted in the form of a project change order at no cost to the Town. Motion: Berg/Munson to grant the flexibility to Ayers and Anderson to extend the deadline on the 2012 Roads Project through August 31 if requested by Wolf Paving. Motion carried.
 - h. Charlottes Walk Pond project update. Anderson reported that the grass is coming in. Badgerland will be back the week of June 25 to complete the items on the punch list. Kurt mowed the back berm up to the straw wattle.
 - i. Burke Conservancy Park improvements. Based on the research done by Kurt with assistance from Anderson, pea gravel is acceptable to use on the playground. Kurt recommended putting a couple of inches of sand over the existing then placing a geotextile fabric over the sand and the pea gravel on top of the fabric. The gravel will endure the wet conditions better than wood chips. Kurt received an estimate from the owner of Madison Block and Stone for the materials only of \$3,500. Labor would be provided by Town staff. Wood chips cost \$2,000 and due to rot need to be replaced every two years. The current dry conditions are perfect for this type of work. If approved by the Board, Kurt will start the project the week of June 25. Motion: Berg/Hess to authorize Kurt to obtain the materials from Madison Block and Stone at a cost not to exceed \$4,500 and to start the project as soon as possible. Motion carried.

3. COMMITTEE REPORTS (AS APPLICABLE)

- a. Plan Commission- the Plan Commission met May 9 to consider the NAMI CUP and CSM presented at this meeting.
- b. ETZ Committee- the next meeting is July 12 to consider the NAMI CUP and CSM.
- c. Events Committee- the Town picnic will be held August 25.
- d. Parks Commission- no report.
- e. Fire Commission- next advisory meeting is scheduled for July 19. Margaret Powers is trying to schedule a meeting to discuss the contract negotiations.

- f. NECC- next meeting is scheduled for July 30.
- g. JRTC- a new name (DeForest Area Tourism Commission) and logo have been selected to better identify what the group does.

4. ADJOURNMENT

Motion: Berg/Munson to adjourn. Motion carried. Meeting adjourned at 7:20 p.m.

Brenda Ayers, Clerk/Treasurer
Town of Burke
7/11/12