

**Town of Burke Board Meeting Minutes – July 18, 2012**  
**6:00 p.m.**

Board members in attendance: Chairman Viney, Supervisor Berg, Supervisor Hess, Supervisor Searls and Supervisor Munson. 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. Approval of minutes from the June 20, 2012, Board meeting. Motion: Hess /Munson to approve the minutes as presented. Motion carried.
- e. Public Works report. Kurt reported that they started crack filling the roads. Dane County will start chip sealing on July 30. The air conditioner on the office portion of the building quit working and required repairs. Kurt and staff completed the work on the playground area at Burke Conservancy Park. They will resume ditch mowing in August.
- f. Clerk/Treasurer report. Ayers reported that she will be out of the office July 23-26 to attend the Master Academy in Green Bay. There is a primary election August 14. The next Board meeting will be August 15. The Taff annexation is scheduled for the August 7 City of Madison Council meeting.
- g. Finance Report. The Cash on Hand report as of June 30, 2012, was included in the packet.
- h. Approval of Bills. Board members reviewed the bills and signed the Town Board Approval cover sheet for check number 25260-25309 and payroll related disbursements number 2063-2092.
- i. Public Concerns: Peterson read Deputy Veto's report for the month of June.

2. NEW BUSINESS

- a. Request for a stop sign at the intersection of Regal and Rising Sun. Christie and Dennis Legler. Dennis Legler said he recalled that there was a stop sign at the intersection when he purchased the property thirty years ago. Christie said that there is a lot of pedestrian traffic in the area and there have been several occasions where someone was almost hit. Dennis said they have had vehicle tracks on their lawn 3-4 times in the last year. Motion: Searls/Berg to authorize Public Works staff to install a stop sign on Regal at the intersection of Rising Sun. Motion carried.
- b. Discussion with Josh Miller regarding the plowing contract. Josh asked to consider a longer term contract. Viney inquired about the fuel increase. Miller noted that the mowing contract included a 2% yearly increase. Viney suggested a 1% annual increase and a three year term with a six month notice provision. Miller indicated that the first two years he lost

money but last year's contract price seemed fair. Miller will provide a written contract prior to the next Board meeting.

- c. Land rental agreement with Token Creek Farms. Miller noted that the current rental agreement expires at the end of the year and he is interested in renewing under the same terms. Motion: Searls/Munson to renew the agreement effective 1/1/2013 with the same terms. Motion carried.
- d. Scope of Services Charlotte's Walk Pond 2 un-named tributary (BB1) study. Anderson reported that she did not include the hydraulic modeling in the scope because she did not think the information would be useful enough to justify the expense. Motion: Hess/Searls to approve the scope of services for Charlotte's Walk Unnamed Tributary (BB1) study issued 7/10/12 for the base service with alternate service one and two to be approved once the basic service is complete. Motion carried.
- e. Final layer of asphalt on streets in Gehrke's Knoll. Ayers reported that she has not received a response to the letter she sent to Gehrke and Tierney regarding the installation date of the final layer and Viney has not received a response to the message he left for Tierney. Ayers recommended referring the matter to the Town attorney. Mead and Hunt will provide an estimate for the binder course repairs and the final layer.
- f. Assessor's contract. Ayers reported that she contacted Accurate Appraisal and was given a much lower quote to convert the paper files to electronic than the current assessor provided. Ayers will create an RFP for assessor services.
- g. Operator's licenses. Motion: Searls/Hess to issue Operator's Licenses to Carie Dolphin, Andy Wiess, Joseph Kaltenberg and Shelbi Schwandt. Motion carried.

### 3. OLD/UNFINISHED BUSINESS

- a. 2012 Roads Project update. The paving is complete on Burke and Nelson. Anderson reported that the appropriate signage was used and when items were lacking Wolf corrected them upon her notification. The shouldering will be completed when it cools down to avoid damage to the roads. Anderson reported that the undercuts were much less than expected. Anderson suggested using the money saved on the undercuts to extend the resurfacing west on Templeton.
- b. Charlottes Walk Pond project update. Anderson reported that the punch list is complete and the final pay request should be sent soon. She is waiting to receive the final lien waivers.

### 4. COMMITTEE REPORTS (AS APPLICABLE)

- a. Plan Commission- no report.
- b. ETZ Committee- met July 12 regarding the NAMI CUP. Conditions of approval included the semi and trailer limitation recommended by Burke. The landscaping and screening requirement also got reinstated.
- c. Events Committee- no report.
- d. Parks Commission- noted that Kurt, Schleicher and Hoffman did a great job on the playground area in Burke Conservancy.
- e. Fire Commission- next meeting is July 19. The City and Towns are meeting on the 24<sup>th</sup> to discuss contract negotiations.

- f. NECC- next meeting is August 6.
- g. JRTC- no report.

5. **CLOSED SESSION: The Town Board will convene into closed session pursuant to Wis. statute 19.85(1) (e)** Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to discuss the Dane County Sheriff's agreement. Motion: Hess/Munson to convene into closed session. Roll call: Berg-aye, Viney-aye, Hess-aye, Munson-aye and Searls-aye. Motion carried.
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 and to proceed with other items on the agenda. Motion: Hess/Munson to reconvene in open session.
7. **ADJOURNMENT**  
Motion: Hess/Munson to adjourn. Motion carried. Meeting adjourned at 7:28 p.m.

Brenda Ayers, Clerk/Treasurer  
Town of Burke  
08/09/12