

**Town of Burke Board Meeting Minutes – October 17, 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 and Kim Peterson, Deputy Clerk/Treasurer. 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 Chairman Viney.
- c. The Pledge of Allegiance was recited.
- d. Approval of minutes from the September 19 and October 3, 2012, Board meetings. Motion: Berg /Munson to approve the minutes as presented. Motion carried.
- e. Public Works report. Kurt reported that staff finished the last round of chipping for year. Previously purchased tires were installed on the trucks. The cost of salt is down from last year. He is meeting with Roto-Rooter next week to film the Eagle Crest Sanitary pipes.
- f. Clerk/Treasurer report. Nothing to report.
- g. Finance Report. Cash on hand for September 30, 2012 was included in the packets.
- h. Approval of Bills. Board members reviewed the bills and signed the Town Board Approval cover sheet for check number 25464-25482 and payroll related disbursements number 2178-2188.
- i. Public Concerns: Viney noted that a resident in Token Creek has a flagpole in his yard that has Token Creek Lions written in the cement. The resident would like to know if there is any significance to the flagpole. Ayers will check with Ben August of the Lion's Club. Peterson read the law enforcement report for the month of September 2012. Peterson also read a press release regarding day time burglaries.

2. NEW BUSINESS

- a. Proposals for assessment services. Proposals were received from Accurate Appraisal and Associated Appraisal Consultants. A spreadsheet comparing the proposals was provided in the Board packet. Brad Cupp with Accurate Appraisal reported that they currently service twenty municipalities in Dane County and have been in business for 14 years. He explained that they do a good job in educating the property owner and try to settle disputes prior to Board of Review. Bernie Laird with Associated Appraisal Consultants reported that they have been in business since 1959 and service several Dane County municipalities. He explained that their employees have company clothes and name tags to make them easy to identify in the field. Motion: Hess/Berg to contract with Accurate Appraisal for a 3 year term based on the proposal submitted at a cost of \$9,800 per year all inclusive. Motion carried.

- b. 2012 employee bonuses. Ayers explained that this item was put on the agenda because while discussing the 2013 Budget at the October 3 meeting the Board decided to give bonuses in 2012 in lieu of raises in 2013. Hess asked for further discussion on the bonuses versus raise since he was not present at the meeting on October 3. Hess noted that there was a time when employees felt that working for Burke was a “dead end job” and the Personnel Committee made a commitment to change that feeling. He noted that the employees have gone above and beyond and listed examples such as switching to automated trash/recycling pick up and the salt prewetting system. Hess recommended a 1.5% across the board raise. Searls noted that if constituents ask why employees received raises it can be explained by noting that due to reductions existing staff has taken on additional duties. It can also be noted that the elimination of the sheriff’s contract resulted in a savings. Berg noted that much of the savings in the 2013 budget is a result of staff recommendations.
- c. 2013 Budget. Motion: Searls/Berg to give full time staff 1.5% raises in 2013 instead of a bonus in 2012. Motion carried. Viney-nay. Munson-nay. Motion: Searls/Berg to approve the 2013 Budget as revised. Motion carried. When the final Fire Department budget amount is received Ayers will revise the budget and forward the revised copy to the Board.
- d. Ownership of outlot 2 Gehrke’s Knoll. Ayers explained that Doug Gehrke would like to sell this lot to an adjacent property owner but has not been able to due to the park notation on the plat. Per the plat, the lot was dedicated to the Homeowner’s Association. The property was recently transferred to Doug Gehrke from the Homeowner’s Association with Doug signing as representing both. Ayers asked the Board members if they knew if this outlot was created to serve a purpose such as stormwater, green space, etc. Ayers also asked the Town’s Engineer to find out if the lot was created for stormwater purposes. It was the consensus of the Board that if the engineer determines the lot was not created for a specific purpose they would not to object to the sale of the property.
- e. Task Order 4 from MSA for Town Hall Landfill Monitoring services 2013-2015. A copy of the task order was included in the Board packet. The price remains the same as the previous 3 year contract. Motion: Hess/Berg to approve Task Order 4 in the amount of \$9,860 per year.
- f. Connection of Town roads to City of Sun Prairie Roads. Searls reported that a City Alder approached him regarding connecting the City and Towns portions of Token, Bull Run and Rebel. Searls looked at all the areas and the roads appear to be of equal height on both sides. Since WisDOT will not place a stoplight at the intersection of Westmount and Hwy 19, the City is looking for alternate routes for the residents. Kurt expressed his concern about the impact of the increased traffic on Town roads and noted that Town residents might object to the additional traffic. Viney stated that prior to agreeing to connect the roads the Town would hold a public hearing with the impacted residents. Viney also noted that he would want the City to offer a cost benefit to the Town.
- g. Operator’s licenses. Motion: Searls/Berg to approve Operator’s Licenses for Sarah Wacker and Kristen Gertsch. Motion carried.

3. OLD/UNFINISHED BUSINESS

- a. Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. Nothing to report.
- b. Update on final layer of asphalt in Gehrke's Knoll. Kurt reported that the project is complete and it well.

4. COMMITTEE REPORTS (AS APPLICABLE)

- a. Plan Commission- met on October 10 regarding two CSMs submitted by Deborah Duckart for properties on Nelson Road. Action was tabled due to missing information on the survey maps.
- b. ETZ Committee- meeting was canceled.
- c. Events Committee- no report.
- d. Parks Commission- no report.
- e. Fire Commission- meeting on October 24 to finalize the budget.
- f. NECC- meeting on October 22.
- g. JRTC- a proposal to increase the room tax rate and use the additional funds for capital improvement fund to attract tourist destinations was presented at the meeting on October 15. Action was not taken on the proposal because Commission members could not come to a consensus.

5. ADJOURNMENT. Motion: Hess /Searls to adjourn. Motion carried. Meeting adjourned at 7:30 p.m.

Brenda Ayers, Clerk/Treasurer  
Town of Burke  
11/16/2012