

**2013-2014 (Due by March 31, 2015)**

**For the Cities of Fitchburg, Madison, Middleton, Monona, Sun Prairie, and Verona; the Villages of DeForest, Maple Bluff, McFarland, Shorewood Hills, and Waunakee; the Towns of Blooming Grove, Burke, Madison, Middleton, Westport, and Windsor; Dane County; and the University of Wisconsin – Madison**

This document is for the purpose of biennial reporting on activities undertaken pursuant to WPDES Permit No. WI-S058416-3 for the above listed municipalities. An owner or operator of a municipal separate storm sewer system covered by a municipal storm water discharge permit under Chapter NR 216, Wis. Adm. Code, is required to submit a biennial report to the Department of Natural Resources by March 31 of every odd numbered year to report on activities for the previous two (2) calendar year. Information in the biennial report will be used by the Department of Natural Resources to assist with assessing permit compliance. Use of this specific form is optional. The Department of Natural Resources has created this form for the user's convenience and believes that the information requested on this form meets the reporting requirements for an owner or operator of a municipal separate storm sewer system covered by WPDES Permit No. WI-S058416-3. However, an owner or operator of a municipal separate storm sewer system that uses and completes this form will not automatically be deemed to be in compliance with other requirements of WPDES Permit No. WI-S058416-3.

**Complete and submit the biennial report by March 31, 2015, to the following address: Storm Water Management Specialist, Wisconsin Dept. of Natural Resources, South Central Region, 3911 Fish Hatchery Rd., Fitchburg, WI 53711**

**I. MUNICIPAL INFORMATION**

Name of municipality Town of Burke	Contact person and title Brenda Ayers – Administrator/Clerk/Treasurer
Mailing Address 5365 Reiner Road Madison, WI 53718	Telephone no. 608-825-8420
	Fax no. 608-825-8422
	E-mail address townofburke@frontier.com

Does the municipality have an internet website? ☒ Yes ☐ No

If yes, provide internet address:

<http://www.townofburke.com>

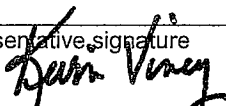
If the municipality has an internet website, is there current information posted about or links provided to the municipal storm water discharge permit and the municipality's storm water management program? ☒ Yes ☐ No

If yes, provide internet address:

<http://www.townofburke.com>

**II. CERTIFICATION**

*I certify that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of the biennial report.*

Authorized representative printed name Kevin Viney	Authorized representative title Town Chair
Authorized representative signature 	Date signed 3/30/2015

### III. GENERAL INFORMATION

a. Has the municipality made any changes under its legal authority that affects implementation of the requirements of the municipal storm water discharge permit (e.g., changes to ordinances)? ☐ Yes ☒ No

If yes, describe the changes in **Appendix A**.

b. List the people who attended quarterly meetings on behalf of the municipality and indicate the quarterly meetings in which the municipality was represented for the reporting year.

<u>Name</u>	<u>Title</u>	<u>Affiliation</u>
<u>Theran Jacobson, P.E.</u>	<u>Water Resources Engineer</u>	<u>Consultant/ AECOM</u>
<u>Carla Fischer, P.E.</u>	<u>Water Resources Engineer</u>	<u>Consultant/ AECOM</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

c. Quarterly meetings represented: ☒ February 2013    ☒ May 2013    ☒ August 2013    ☒ November 2013  
☒ February 2014    ☐ August 2014

d. Describe in **Appendix A** how the municipality internally coordinates implementation of the requirements of the municipal storm water discharge permit between the municipality's agencies, departments, and programs. Provide any documentation on how this was accomplished, such as meeting agendas, minutes, memos, etc.

e. Describe in **Appendix A** how elected and municipal officials and appropriate staff are kept apprised of the municipal storm water discharge permit. Provide any documentation on how this was accomplished, such as meeting agendas, minutes, memos, etc.

f. Has the municipality prepared its own municipal-wide storm water management plan? ☐ Yes    ☒ No

If yes, date of storm water management plan:

g. Describe in **Appendix A** how the requirements of the municipal storm water discharge permit are incorporated into master planning activities, neighborhood plans, development plans, or other comprehensive planning activities.

#### **IV. Permit Conditions**

##### **a. Public Education and Outreach**

###### Dane County only:

1. Has any municipality failed to submit its financial contribution in accordance with the *Intergovernmental Agreement to Create and Fund a Position Responsible for Storm Water Management Education and Outreach*? ☐ Yes ☐ No

If yes, list municipalities:

2. Describe in **Appendix B** the Information and Education plan implementation and activities for the reporting year(s), including any materials produced and their distribution. Provide examples. Include an assessment of the effectiveness of reaching targeted audiences and delivery of intended messages.

###### All municipalities:

3. Describe in **Appendix B** how any materials produced by Dane County on behalf of the municipality have been used and/or distributed. Provide examples.

4. Describe in **Appendix B** any individual information and education activities undertaken for the reporting year, including any materials produced and their distribution. Provide examples. Include an assessment of the effectiveness of reaching targeted audiences and delivery of intended messages.

##### **b. Public Involvement and Participation**

1. The group permit requires that the information in this biennial report be an agenda item for discussion before the appropriate governing board(s) or council(s) contemporaneous with the submittal of the biennial report to the Department of Natural Resources. Accordingly, please provide the following information:

2. Name of board(s)/council(s):

Town Board

3. Date(s) of meeting(s) to discuss the biennial report:

April 21, 2015

4. Describe in **Appendix B** the opportunities and types of forums for public involvement and participation in permit related activities that occurred during the reporting year. Include an assessment of the effectiveness of efforts to involve the public and the level of participation.

##### **c. Illicit Discharge Detection and Elimination**

1. Describe in **Appendix B** the illicit discharge detection and elimination program developed to comply with the permit. Include information on the municipality's strategy to prevent, detect, and eliminate all types of illicit discharges; how priorities are established for field screening and the methodologies to be used for field screening; and procedures for responding to and rectifying illicit discharges to the MS4, including spills, improper disposal of waste or dumping. Also include an assessment of the effectiveness of detection and elimination of illicit discharges, prevention of improper disposal of waste and dumping, the handling of spills, and any enforcement efforts involving these activities.

2. Has the municipality performed any field screening for the reporting year? ☒ Yes ☐ No

If yes, please provide documentation in **Appendix B** the results of the field screening.

3. Has the municipality investigated any instances of spills, improper disposal of waste or dumping? ☒ Yes ☒ No

If yes, please provide documentation in **Appendix B** the results of the investigations.

4. Describe in **Appendix B** how the municipality facilitates public reporting of illicit discharges.

**d. Construction Site Pollution Control**

1. Does the municipality notify landowners who apply for local construction or land disturbing permits of the possible applicability of Subchapter III of Chapter NR 216, Wis. Adm. Code, *Construction Site Storm Water Discharge Permits*, to the landowners' construction projects? ☒ Yes ☐ No

If yes, please explain the process for providing this notification. If no, please explain why this notification is not provided.

Dane County has jurisdiction for construction site pollution control. The town requires building permits and erosion control permits to be filed.

2. Describe in **Appendix B** the procedures the municipality employs to incorporate timely consideration of potential water quality impacts from construction sites and that ensure implementation of the standards of ss. NR 151.11 and 151.23, Wis. Adm. Code, or equivalent local standards. Be specific of when in the review and approval process this is done, and how the municipality ensures compliance with the standards.

3. Describe in **Appendix B** the procedures the municipality employs for the inspection of construction sites and enforcing erosion control standards. Provided documentation of any enforcement actions taken that resulted in the issuance of a stop work order, citation, or summons for a construction site where one or more acre of land is disturbed. Include the name and address of the landowner, the site name and location, date(s) of violation(s), type of violation(s), and the status of resolution of the enforcement action.

4. List the name, title, address, telephone number, e-mail address, and duties of all persons designated with the responsibility to ensure implementation of the standards of ss. NR 151.11 and 151.23, Wis. Adm. Code, or equivalent local standards.

Dane County has jurisdiction.

5. Include in **Appendix B** an assessment of the municipality's construction site pollution control program effectiveness in meeting the standards of ss. NR 151.11 and 151.23, Wis. Adm. Code, including enforcement efforts.

**e. Post-Construction Site Storm Water Management**

1. Describe in **Appendix B** the procedures the municipality employs to incorporate timely consideration of potential water quality impacts from construction sites and that ensure implementation of the standards of ss. NR 151.12 and 151.24, Wis. Adm. Code, or equivalent local standards. Be specific of when in the review and approval process this is done, and how the municipality ensures compliance with the standards.

2. Describe in **Appendix B** the procedures the municipality employs for inspecting the construction and installation of storm water best management practices and enforcement actions to ensure compliance with post-construction storm water management standards. Provided documentation of any enforcement actions taken that resulted in the issuance of a stop work order, citation, or summons for non-compliance with post-construction storm water management standards for sites where one or more acre of land is disturbed. Include the name and address of the landowner, the site name and location, date(s) of violation(s), type of violation(s), and the status of resolution of the enforcement action.



3. List the name, title, address, telephone number, e-mail address, and duties of all persons designated with the responsibility to ensure implementation of the standards of ss. NR 151.12 and 151.24, Wis. Adm. Code, or equivalent local standards, and the requirements of Subchapter III of Chapter NR 216, Wis. Adm. Code, *Construction Site Storm Water Discharge Permits*, where applicable.

Dane County has jurisdiction.

4. Include in **Appendix B** an assessment of the municipality's post-construction site storm water management program effectiveness in meeting the standards of ss. NR 151.12 and 151.24, Wis. Adm. Code, including enforcement efforts.

**f. Municipal Pollution Prevention**

1. List in **Appendix B** an inventory of long-term storm water best management practices owned, operated, managed, or maintained by the municipality. Include storm water basins, infiltration practices, treatment structures, and other practices for long-term water quality treatment. For each best management practice, provide the name, location, type of practice, and any maintenance activities undertaken for the practice during the reporting year. Also in **Appendix B**, provide a description of the maintenance procedures used and schedules for each long-term storm water best management practice and the approximate amount of solids collected (tons or cubic yards) from any structural control receiving maintenance.

2. Does the municipality perform catch basin cleaning? ☒ Yes ☐ No

If yes, approximate amount of solids collected (tons or cubic yards): 4 cubic yards were collected in 2013, 4 cubic yards were collected in 2014. Describe in **Appendix B** the procedures used and schedules for catch basin cleaning. If no, explain:

The Town performs catch basin cleaning on an as needed basis.

3. Does the municipality perform street sweeping? ☒ Yes ☐ No

If yes, approximate number of street miles swept: 2.5 ; approximate amount of solids collected (tons or cubic yards): unknown. Describe in **Appendix B** the procedures used and schedules for street sweeping. If no street sweeping is performed, explain:

Only streets with curb and gutter are swept. There are approximately 2.5 miles of street (5 curb miles) with curb and gutter in the Town. The records for the amount of solids removed are not available.

4. Describe in **Appendix B** the municipality's procedures for roadway snow removal and de-icing. Provide information on what practice and procedures the municipality has implemented in consideration of water quality impacts from snow removal and de-icing. Include an estimate of the annual amount of salt and/or sand used for roadway de-icing.

5. Does the municipality haul snow to off-site disposal locations? ☐ Yes ☒ No

If yes, provide in **Appendix B** the location of all off-site snow disposal locations and describe what practices and procedures are used to protect water quality from snow and ice melt from the disposal site.

6. Does the municipality own or operate salt storage facilities? ☐ Yes ☒ No

If yes, provide in **Appendix B** the locations of all salt storage facilities. Are all salt storage facilities managed in accordance with Chapter TRANS 277, Wis. Adm. Code? ☐ Yes ☐ No

7. Does the municipality provide curbside pickup service for leaves, yard waste, and grass clippings? ☐ Yes ☒ No  
If yes, approximate amount of material collected (tons or cubic yards): \_\_\_\_\_
8. Describe in **Appendix B** the municipality's procedures for the collection of leaves, yard waste, and grass clippings, and/or instruction to citizens for on-site management of these items. Provide the location of sites used by the municipality or citizens for the disposal of leaves, yard waste, and grass clippings.
9. Describe in **Appendix B** the municipality's policies and procedures for the use and application of lawn and garden fertilizers on municipally controlled properties. Include information on how these policies and procedures address pollution prevention efforts.
10. Describe in **Appendix B** any local program the municipality employs to regulate the private use of lawn and garden fertilizers.
11. Include in **Appendix B** an assessment of the effectiveness of the municipality's pollution prevention efforts through the municipal pollution prevention program.

**g. Developed Urban Area Standard**

1. Has the municipality completed a pollutant-loading analysis to assess compliance with the TSS reduction developed urban area performance standard? ☒ Yes ☐ No  
Model used: WinSLAMM Version: 9.2.4 Reduction %: 61

In **Appendix B**, please list or reference all practices that are currently in place that will be used to meet the TSS reduction percentage reported above. Additionally, please describe any maintenance activities that have occurred for these practices in 2013-2014.

2. Has the municipality completed an evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal? ☒ Yes ☐ No If yes, describe in **Appendix B**.

**V. STORM SEWER SYSTEM MAP**

City of Madison only:

- a. Has any municipality failed to submit its hard copy changes for the storm sewer system map by January 31, 2015?  
☐ Yes ☐ No If yes, list municipalities:

- b. Attach in **Appendix C** a copy of the updated storm sewer system map.

All municipalities:

- c. Has the municipality updated and maintained documentation of all storm sewer outfalls from its MS4 to waters of the state?  
☒ Yes ☐ No

**VI. Water Quality Concerns**

- a. Does any part of the MS4 discharge to outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? A list of ORWs and ERWs may be found on the Department's Internet site at: <http://dnr.wi.gov/topic/SurfaceWater/orwerw.html>  
☐ Yes ☒ No If yes, list:

b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 22 USC § 1313(d)(1)(C)? A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: <http://dnr.wi.gov/topic/impairedwaters/> ☒ Yes ☐ No  
If yes, identify the following information in **Appendix D**:

- Impaired Waterbody to which the MS4 discharges.
- Description of actions municipality has taken to comply with section A(13) of the MS4 permit for discharges of pollutant(s) of concern to an impaired waterbody.

b. In **Appendix D**, identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.

b. In **Appendix D**, identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.

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#### **VII. ADDITIONAL INFORMATION**

- a. Provide in **Appendix E** a description of any revisions or proposed revisions to any element of the municipality's storm water management program.
- b. Provide in **Appendix E** an updated listing and contact information for any new industrial facilities that may be regulated under Subchapter II of NR 216, Wis. Adm. Code, and that have commenced operation during the reporting period.
- c. Provide in **Appendix E** a summary of any other activities undertaken to comply with the conditions of this permit or other information you feel the Department of Natural Resources should be aware of.

**Biennial Report**  
Group Municipal Storm Water Discharge Permit  
WPDES Permit No. WI-S058416-3 (Rev. 1/15)  
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d. Complete the fiscal analysis table provided below.

Program Element	2013 Annual Expenditure	2014 Annual Expenditure	2015 Budget	2016 Budget	Source of Funds
Public Education and Outreach	1,500	1,500	1,500	1,500	General Fund
Public Involvement and Participation	750	750	750	750	General Fund
Illicit Discharge Detection and Elimination	1,800	1,800	1,800	1,800	General Fund
Construction Site Pollution Control	\$ 0	\$ 0	\$ 0	\$ 0	
Post-Construction Site Storm Water Management	\$ 0	\$ 0	\$ 0	\$ 0	
Municipal Pollution Prevention	6,375	7,150	10,000	5,900	General Fund

e. What is the overall estimated annual cost to the municipality for compliance with the permit in 2013? 9,100 2014? 9,100

f. Has the municipality implemented a storm water utility? ☐ Yes ☐ No, but considering ☒ No, and not considering

If yes, provide a description of the storm water utility in **Appendix E** and any additional information that will assist the Department of Natural Resources in understanding how the utility works in your municipality.

## **Appendix A**

### **General Information**

**III.a.**

**III.d.**

**III.e.**

**III.g.**

### **Attachments:**

**A-1: MAMSWaP Meeting Minutes and Handouts**

**A-2: Burke Town Board Meeting Minutes**



## Appendix A General Information

### **III.a. Has the municipality made any changes under its legal authority that affects implementation of the requirements of the municipal storm water discharge permit.**

The Town of Burke has not made any changes that affect implementation of the permit in 2013 and 2014. The Town falls under Dane County's ordinance, but the Town will review their ordinances in 2015 and update as needed.

### **III.d. Describe how the municipality internally coordinates implementation of the requirements of the municipal storm water discharge permit between the municipality's agencies, departments, and programs. Provide any documentation on how this was accomplished, such as meeting agendas, minutes, memos, etc.**

The Town Clerk/Treasurer provides necessary information regarding the storm water discharge permit to the maintenance department, Town Board, and/or Planning Commission. The documentation mainly consists of information provided by the Town's consultant for the storm water discharge permit, AECOM.

MAMSWaP Meeting minutes are included as Attachment A-1

### **III.e Describe how elected and municipal officials and appropriate staff are kept apprised of the municipal storm water discharge permit. Provide any documentation on how this was accomplished, such as meeting agendas, minutes, memos, etc.**

The 2011-2012 Biennial Report for 2013 was presented to the Town Board at the March 20, 2013 Town Board Meeting. A copy of the minutes from the Town Board Meeting is included as Attachment A-2. The 2013-2014 Biennial Report will be presented to the Town Board at the April 21, 2015 Town Board Meeting.

The Town Board Meeting Minutes can be found on the Town's website, [www.townofburke.com](http://www.townofburke.com). The table below summarizes the storm water issues that were discussed at the Town Board Meetings. Also included in Attachment A-2 are a few examples of the Town Board Meeting Minutes.

<b>Summary of Town Board Meeting Minutes</b>	
<b>2013 Minutes</b>	<b>Storm Water Discussion Topic</b>
2-Jan-13	Welton Enterprises and Camping World, Discussion of runoff existing and proposed project
16-Jan-13	Lothe Drainage Easement Revision, Charlotte's Walk Pond
2-Feb-13	Drainage Concerns discussed for Acker Road due to Madison Stone and Block Permit
20-Mar-13	Discussion of process for updating Erosion and Stormwater Runoff Control Practices
	Biennial Stormwater Discharge Report passed
19-Sep-13	Drainage Concerns on Felland Rd. Heatherstone Ridge Drainage Concerns, Residential Flooding Issues near Acker Road, Funding MAMSWaP I&E position
20-Nov-13	Salt Application discussion, Ditch trimming, Follow up on Stormwater issue at Acker Road, Felland Road and Heatherstone Ridge
<b>2014 Minutes</b>	<b>Storm Water Discussion Topic</b>
15-Jan-14	Salt Usage Report
19-Feb-14	Salt Shortage reported and use of sand for plowing of roads, Application for Municipal Stormwater Permit Reissuance WPDES Permit No. WI-S058416-4, Felland Road storm water issue update,
15-Apr-14	Felland Road Drainage Issue Update
16-Jul-14	Stormwater concerns on Haase Road and retention pond, Private Residence stormwater issues, culvert replacement
20-Aug-14	Brush Collection discussion
1-Oct-14	Funding of Token Creek Watershed
15-Oct-14	Drainage issues due to 2009 Road Construction, Token Creek Watershed Funds



**III.g. Describe how the requirements of the municipal storm water discharge permit are incorporated into master planning activities, neighborhood plans, development plans, or other comprehensive planning activities.**

The Town of Burke encourages effective stormwater management in all developments approved within the Town. Erosion Control Plans are required to be submitted to the Town, although the County ordinance has jurisdictional authority in the Town. The Dane County stormwater ordinance requires stormwater sediment reductions of 80% for new development and peak flow reductions for the 1-, 2-, 10-, and safety pass the 100-year storm events. There are also infiltration requirements to reduce runoff volume. Applications for a stormwater permit shall be accompanied by a detailed stormwater management plan. This plan shall be reviewed by Dane County.

In 2007, an analysis was conducted for the Town of Burke to determine the urban stormwater pollution base conditions total suspended solids (TSS) load and the load reduction due to the town's existing stormwater management practices. The policies and procedures set forth by the Wisconsin Department of Natural Resources (WDNR) for developed urban area pollutant loading analysis were followed throughout the analysis. WinSLAMM version 9.2.4 was used to conduct the analysis. The area included in the pollutant loading analysis for town includes the land within the town that is also within the Urbanized Area limits (per the 2000 US Census Bureau). Developed areas adjacent to the Urbanized Area were also included. For the Town of Burke, the commercial/industrial areas along I-39/90/94 and Hwy 51 were also included.

Based on these areas and following the WDNR policies, the Town's annual TSS base load is 174 tons per year. For the WPDES stormwater permit, the town must reduce the base load by 20 percent (or 35 tons) by the year 2008 and by 40 percent (or 70 tons) by the year 2013. Both reduction goals were met before the required year. A memo documenting the original analysis was submitted to Eric Rortvedt dated September 19, 2007 that modeled base load and existing load conditions.

Infiltration testing of grass swales in the Town of Burke was conducted in the summer of 2009. After accounting for all of the existing BMPs and using the field measured infiltration rates, the Town of Burke is currently reducing its pollution load by approximately 110 tons of TSS per year (a 61 percent reduction). A memo submitted to Eric Rortvedt dated August 28, 2009 summarized the assumptions and results of infiltration testing and analysis. This memo was included as Attachment B-3 of the 2009-2010 Biennial report.

However, all loads will now be subjected to the new Rock River TMDL. Any modifications in regards to compliance with the new TMDL will be submitted to the WDNR in 2015. AECOM is in the final stages of the Town of Burke TMDL water quality analysis to determine the pollutant loads and removals within the reachsheds delineated throughout the municipality.



**ATTACHMENT A-1**  
**MAMSWaP Meeting Minutes**





## Department of Public Works City Engineering Division

608 266 4751

Robert F. Phillips, P.E.  
City Engineer

City-County Building, Room 115  
210 Martin Luther King, Jr. Boulevard  
Madison, Wisconsin 53703  
608 264 9275 FAX  
1 866 704 2315 Textnet

### Principal Engineers

Michael R. Dailey, P.E.  
Christina M. Bachmann, P.E.  
John S. Fahrney, P.E.  
Gregory T. Fries, P.E.

### Facilities & Sustainability

Jeanne E. Hoffman, Manager  
James C. Whitney, A.I.A.

### Operations Manager

Kathleen M. Cryan

### GIS Manager

David A. Davis, R.L.S.

### Financial Officer

Steven B. Danner-Rivers

### Hydrogeologist

Brynn Bemis

**TO:** WDOT, District 1—Wendy Braun  
WDNR—**Eric Rortvedt, Laura Bub** (South Central Region)  
University of Wisconsin—**Marisa Trapp, Matt Collins**  
Dane County Land Conservation—Kevin Connors, Pat Sutter, Jeremy Balousek  
Dane County Office of Lakes and Watersheds—**Sue Jones, Marcia Hartwig**  
Dane County Capital Area Regional Planning Commission—Mike Kakuska  
City of Fitchburg—Paul Woodard, **Rick Eilertson, Felipe Avila**  
City of Madison—Rob Phillips, Mike Dailey, Greg Fries, Genesis Steinhorst  
City of Middleton—**Kevin McNulty, Gary Huth**  
City of Monona—Daniel Stephany  
City of Stoughton—Rodney Scheel  
City of Sun Prairie—Daryl Severson  
City of Verona—Ron Rieder, Martin Cieslik  
Town of Blooming Grove—Mike Wolf, Tony Reigstad  
Town of Burke—Brenda Ayers  
Town of Madison—**Rick Rose**  
Town of Middleton—David Shaw  
Town of Westport—Tom Wilson  
Town of Windsor—**Kevin Richardson**  
Village of Cottage Grove—**James Hessling**  
Village of DeForest—Deane Baker  
Village of Maple Bluff—Tom Schroeder  
Village of McFarland—Allan Coville, Don Peterson  
Village of Shorewood Hills—Karl Frantz  
Village of Waunakee—Kevin Even  
AECOM—**Jennifer Hurlbaas** (Westport, Waunakee), Kelly Mattfield (Burke), Theran Jacobson (Verona)  
Mead & Hunt, Inc.—Anne Anderson, Tim Astfalk (Blooming Grove)  
MSA Professional Services, Inc.—**Eric Thompson**  
Nahn & Associates—**Chuck Nahn** (Town of Madison, Maple Bluff)  
Strand Associates, Inc.—**Jon Lindert** (UW-Madison)  
Town & Country Engineering, Inc.—Brian Berquist, John Jenkins, **Mark Barden** (Shorewood Hills, McFarland)  
Vierbicher Associates, Inc.—**Sarah Church** (Monona, Town of Middleton, DeForest)

**Dave Taylor, MMSD; Jim Bachhuber, AECOM**

**Highlighted names** indicate present

**RE:** AGENDA for the Madison Area Municipal Storm Water Partnership Meeting

**DATE:** February 20, 2013

**TIME:** 9:00AM

**LOCATION:** 1600 EMIL ST (City Engineering Field Office Training Room)

## MINUTES

### 1. TMDL/NR151 Coordination

A recent meeting of DNR and City of Madison staff (Greg Fries) addressed some questions about the overlapping regulations of NR151, the Rock River TMDL, and Adaptive Management. While the 40% TSS removal requirement in NR151 is no longer enforceable, the TMDL waste load allocations assume that a regulated entity has already achieved that reduction (40% is the TMDL baseline). Also, the 40%

was never taken out of NR151 code; rather, law was included in the budget act prohibiting WDNR from enforcing current Administrative code. However, a future administration may just as easily strike that line of law to allow enforcement of the 40% TSS reduction again.

The fact that the TMDL, and therefore Adaptive Management, assume a baseline of 40% TSS reduction may have significant implications for participating municipalities. It is the intention of the DNR to require that the 40% removal rate be achieved either within a municipality's own boundaries, or be met through an approved urban-to-urban trade. Urban TSS is a surrogate for multiple other pollutants which are generally different from the pollutants in agricultural TSS. The work to achieve the 40% can be done concurrently with participation in the Adaptive Management program.

The math to calculate NR151 and the TMDL requirements is extra complicated due to the differences in objectives for the two regulations. NR151 regulates the urban stormwater discharge from a MS4, while a TMDL is focused on the in-stream water quality. This means municipal boundaries and regulated areas within the boundaries may differ between the two regulations. Among DNR staff there are differing levels of understanding of the importance of clarifying the rules.

It will be important for municipalities to maintain up-to-date pollutant discharge information (TSS and TP), especially for the Adaptive Management program. They should also note any changes to their boundaries and areas that should not have been used in the Rock River TMDL waste load allocation calculations. For example, if a major state highway runs through a municipality, that area should be allocated to the county or state not that municipality.

Success will likely be measured as a combination of in-stream monitoring and modeling. However, if a stream shows market improvement through monitoring, the TMDL for that reach would be achieved even if the waste load allocation has not.

There are still some technical and language issues that need to be resolved about TMDL requirements, etc. The TMDL work group should be meeting in the near future (March?) and some of this can be discussed/ decided on and create a pragmatic approach for municipalities to come into compliance.

Dave Taylor wanted to stress the importance of timelines as well. It is possible an entity in the upper reaches of the watershed could come into compliance in the 10-15 year timeframe, while other areas will require longer, for example.

There was a question about what would happen if as much work as possible is done and the stream quality is still not at TMDL numbers. There ARE certain regulatory solutions such as use attainability analysis, though it is a lengthy process and would only be proposed after a significant amount of work had been completed.

## *2. Data requests from municipalities*

The Clean Lakes Alliance will be requesting data from municipalities regarding projects completed in 2012 (and their efficiencies), among other source reduction efforts they would like to volunteer. A separate request will be sent to municipalities; it is voluntary to provide any data. However, similar data will be requested for the Adaptive Management program, and it will be important to keep the data as current as possible throughout the program so municipalities are receiving credit for practices and we can track progress.

## *3. Map updates*

Most municipalities have either indicated they will not be submitting watershed boundary updates or have already submitted the updates. If Genesis has not heard from you, she will assume you have no changes.

#### *4. Info & Education updates*

MAMSWaP I&E group is partnering with the Rock River Stormwater Group on I&E efforts. No specific collaborative projects have been identified yet, but that group is in the process of hiring a coordinator and it is possible future joint projects will occur.

The I&E team is looking for a few good people to join them and to add their perspectives on public information projects, education, etc. There are no representatives from Towns or Villages – we would love to hear from these groups.

A request for comments on the 5-yr intergovernmental agreement will be going out soon. The final agreement should be signed by the end of the year. We will also require a new 5-year work plan; Andy Y. from UW-Extension will assist.

Plant Dane has an earlier deadline this year. This Friday is the deadline for signing up for the workshop, which will be held in Verona this year. Plant orders are due MARCH 15.

An I&E reporting guideline was handed out. Municipalities can use it as they wish when they complete their biannual report.

#### *5. Chlorides*

Dave Taylor reported that there has been a steady increase in chloride levels at MMSD, and a peak of over 500 mg/L was detected February 9<sup>th</sup> of this year. He is asking for any suggestions on how to reduce the amount of salt getting into the sanitary system, though surface water is also plagued by elevated chloride levels. Possible remediation might include tightening up manholes in low lying areas or investigating where all parking ramps and/or loading docks drain. Private salt applicators are likely another source. Email Dave or Kathy with ideas; he will be looking forward to working with municipalities on addressing this issue, and hopes to have a plan in place within 5-6 months.

The end

# MAMSWaP I&E Update

Tuesday, February 5, 2012

*Respectfully submitted by Marcia Hartwig, Madison Area Municipal Storm Water Partnership (MAMSWaP) Storm Water Education Coordinator, 608-224-3746, [hartwig@co.dane.wi.us](mailto:hartwig@co.dane.wi.us). Please feel free to contact me with questions.*

**CONSULTANTS AND MUNICIPAL REPRESENTATIVES:** *Please make this report available to your municipalities.*

## Fostering Partnerships

We're continuing to collaborate wherever possible regarding stormwater outreach with MMSD/Yahara WINs, NASECA, Rock River Recovery Education and Outreach Team (TMDL I&E), Rock River Stormwater Group, etc. We will have a display at NASECA, Feb. 6-7, 2013 at the Lussier Heritage Center, in Madison. The I&E Committee met with the Rock River Stormwater Group to discuss the potential for partnering. We've exchanged outreach materials and will discuss what opportunities might exist after they've hired an outreach coordinator, which will be in the next month or so.

## Reducing Salt Usage

I've sent out posters, webinar links, articles, ads and added links and resources to [myfairlakes.com](http://myfairlakes.com). Be sure to report on your annual report to DNR how you've used these items. If you thought something worked especially well, please let me know. If you'd like other tools, also let me know that.

## Five-Year I&E Inter-municipal Agreement Development

The I&E Committee has been drafting the next five-year agreement. There are no substantive changes at this point. We're working to add some further detail including a chart of fees for each municipality for the entire five-year period.

### 2014-2018 Intergovernmental Agreement Drafting Timeline

February 2013	Send 2009-2013 agreement and 2014-2018 draft developed by I&E Committee to municipalities for review
March-April	Incorporate edits, if any
May	Final draft to municipalities for final review
June-August	Collect signatures
November	Distribute final agreement with signatures

## Five-Year Work Plan

I'll meet with UWEX (Andy Yench) next month to discuss development of the next five-year work plan. He anticipates that the I&E Committee can develop the new five-year plan over the summer and have a final draft by the end of the year.

## Plant Dane! Cost-Share Program

The Plant Dane! Cost-Share Program is in full swing. Interested parties complete an online order form and mail in their payment. Order deadline is March 15. Plants will be delivered on Saturday, May 18.

The annual rain garden workshop is scheduled for Saturday, March 2 in Verona and is in partnership with the City of Verona. Registration is again \$5. Please help promote this workshop. [http://pdf.countyofdane.com/myfairlakes/2013\\_Plant\\_Dane\\_workshop\\_brochure.pdf](http://pdf.countyofdane.com/myfairlakes/2013_Plant_Dane_workshop_brochure.pdf)

**Please be sure to make residents aware of this program.** I've sent out an article for newsletters, flyers, registration forms and pertinent website links. The Graham-Martin Foundation will promote the Plant Dane! program at their booth at the Garden Expo. We will not attend Isthmus Green Day this year since their expo is after the order submission deadline. Kudos to municipalities that have been using social media to promote the program!



### **I&E Committee**

I'll be contacting folks asking for their participation on the I&E Committee. The I&E Committee generally meets a week or two in advance of the large quarterly meetings. The committee meets more often when working on grant projects or updating agreements and five-year work plans.

### **Reporting Guide**

I emailed a reporting guide for municipalities to use to report to DNR how they have used materials that have been developed for member municipalities to use.

### **Annual Work Plan**

Although there are no grants driving the 2013 work plan, there are many ongoing activities that require time and attention.

### **New Address**

Our address changed last fall and is now **5201 Fen Oak Drive, Madison, 53718-8827.**

### **Reminders**

- Please make sure your municipality's website is linked to [myfairlakes.com](http://myfairlakes.com) and to be sure to use the new logo. Let me know if you need me to resend the new logo.
- Follow [myfairlakes.com](http://myfairlakes.com) on Facebook! "Like" and "share" posts to help spread the word.

### **2013 MAMSWP Meeting Dates (Large Group, *not I&E*)**

The Madison Area Municipal Storm Water Partnership meets quarterly, the first Tuesday of February, May, August and November. Remaining meetings in 2010:

May 7

August 6

November 5

# MAMSWAP 2013 I&E WORK PLAN

The Madison Area Municipal Storm Water Partnership (MAMSWaP), under the auspices of a five-year MOU through 2013, currently consists of 22 entities that have agreed to jointly implement storm water outreach to reduce negative storm water impacts. Members include cities of Fitchburg, Madison, Monona, Middleton, Stoughton, Sun Prairie and Verona; the villages of Cottage Grove, DeForest, Maple Bluff, McFarland, Shorewood Hills and Waunakee; and the towns of Burke, Blooming Grove, Dunkirk, Madison, Middleton, Westport and Windsor; Dane County and the University of Wisconsin–Madison. The MAMSWaP I&E Committee assists the Dane County Storm Water Education Coordinator (SWEC) with review of the annual I&E work plan. Regular participation on the I&E Committee has included representatives from the cities of Fitchburg, Madison, and Stoughton. Representation from other municipalities, especially villages and townships on the I&E Committee is strongly encouraged.

*The Trends in Storm Water-Related Perceptions, Knowledge and Practices Plus Implications For Education Outreach, A Study Based on 2009 and 2003 Survey Data From Select Dane County Communities Final Report (Final Report)*, was conducted in 2009, and was based on the 2003 survey in order to compare responses and analyze implementation of the 2003 plan. The *Final Report* was then used to develop appropriate outreach activities for the 2009-2013 outreach plan. Annual work plans are also developed with this data in mind. The entire report can be found at [http://danedocs.countyofdane.com/webdocs/pdf/lwrld/lakes/storm\\_water\\_trends.pdf](http://danedocs.countyofdane.com/webdocs/pdf/lwrld/lakes/storm_water_trends.pdf).

The *Final Report* reminds us that there are many factors contributing to changes in the public's attitudes and behaviors associated with mitigating the negative effects of storm water runoff and that findings cannot be linked to the actions of any one person, group or program as they were not studied. However, practices associated with composting leaves and keeping leaves out of the streets increased by approximately 10% from 2003 to 2009. Continued improvements to the Love Your Lakes, Don't Leaf Them program appear to have increased participation since 2009. While data might suggest increasing reluctance to install rain gardens, the 2009 survey showed that 64% were willing to install or wanting more information on rain gardens. Not reflected in the 2009 *Final Report* is that the Plant Danel program participation has remained quite stable and workshop attendance has increased since 2009.

Not surprisingly, survey data suggested that target audiences were not actively searching for information about storm water issues and practices. Rather, they were more likely to notice relevant information as news and/or articles in local print newspapers. While few appear to use the myfairlakes.com website as a place to learn about storm water impacts, analytical data show spikes in website use during the Plant Danel and Love Your Lakes, Don't Leaf Them campaigns. Informal education venues, such as events set up by individual municipalities, appear to be effective, including workshops or demonstrations. Increased publicity of local governments efforts to improve water quality also appear to be effective.

While data showed low usage of myfairlakes.com, reasons for underutilization of the site are not well understood and were not examined. After the 2009 survey was completed, the website was redesigned to be more attractive and user friendly. Since links from external sites increase rankings on search engines, it is vitally important that member municipalities link to myfairlakes.com so that information on the site appears prominently in results.

Use of social networking sites, listservs, blogs, electronic magazines, pod casts, YouTube and other electronic media was relatively low through 2009, but appears to be increasing since then according to analytic data. Continued examination of internet tools is warranted since trends change as quickly as technology. Information on the website must be kept up to date regardless of trends.

Outreach strategies need to be opportunistic and flexible, providing easily accessed educational materials regarding practices and behaviors, allowing for rapid responses as well as adequate resources to support rapid responses. The I&E Work Plan takes into account not only the results of the 2009 survey, but also experiences from implementation of previous work plans and activities. It also lists ongoing actions that consume a considerable amount of the part-time hours available.

For more information, contact the Dane County Storm Water Education Coordinator (SWEC) at 608-224-3746 or [info@myfairlakes.com](mailto:info@myfairlakes.com).

# 2013 I&E WORK PLAN ACTION LIST

(responsible party in parentheses)

1. Develop 2014-2018 I&E Plan and Intergovernmental Agreement. (MAMSWaP I&E Committee, SWEC)
2. Work with the North American Stormwater and Erosion Control Association to further investigate partnering opportunities to best reach target audience(s). (SWEC)
3. Work with the Dane County Lakes & Watershed Commission's Strategic Engagement Committee to investigate partnering opportunities to best reach target audience(s). (SWEC)
4. Where appropriate (urban storm water outreach areas), support and implement actions from the Yahara CLEAN Report [http://www.yaharawatershed.org/documents/doc/CLEAN\\_Report\\_090910.pdf](http://www.yaharawatershed.org/documents/doc/CLEAN_Report_090910.pdf).
5. Develop survey and/or checklist for member municipalities to gather, report/share information on innovative materials and activities developed by municipalities or by MAMSWaP Information & Education Committee (I&E Committee)/staff (for even numbered years only). (SWEC)
6. Develop environmental action list (storm drain marking, leaf management, rain garden installation, lake and stream clean up, etc.) with specific tasks for citizens, groups and others to implement. (MAMSWaP I&E Committee, SWEC)
7. Seek existing BMP and other technical educational videos to demonstrate ways to minimize storm water impacts. (MAMSWaP I&E Committee, SWEC)
8. Develop placemats for use at Dane County restaurants. (MAMSWaP I&E Committee, SWEC)
9. Grass clipping sticker and book for municipal drivers. (SWEC)
10. Explore providing t-shirts or reusable shopping bags for storm drain marking volunteers and other ways to improve storm drain marking program. (SWEC)

## ONGOING

1. Quarterly reporting to member municipalities; biennial reporting to DNR..
2. Bill municipalities and track payments.
3. Develop annual work plan.
4. Update/maintain website.
5. Continue Love Your Lakes Don't Leaf Them Campaign.
6. Continue Plant Dandelion Cost-Share program.
7. Continue promoting rain barrel programs.
8. Continue salt/deicing education materials and program.
9. Continue to work with the Earth Gauge Partnership.
10. Continue to promote NASECA events.
11. Develop and distribute articles to municipalities, friends groups, community groups and neighborhood association newsletters.
12. Develop/provide presentations (PowerPoint, slides, overheads, etc.) focused on audience interests/concerns.
13. Continue to use existing list serves to disseminate info.
14. Continue providing organizations and community groups assistance and partnering with projects (presentations, displays etc. for communities).
15. Continue to promote storm drain stenciling and marking programs.
16. Promote curriculum developed.
17. Maintain distribution lists.
18. Publicize training for building inspectors, contractors and staff.
19. Publicize availability of the Dane County Erosion Control and Stormwater Management Manual.
20. Promote and distribute DVD and CD.
21. Promote use of Enviroscape model including finding instructional how-to video for potential demonstrators.
22. Coordinate efforts with MMSD as appropriate regarding the adaptive management pilot project in the Yahara Watershed.

# MAMSWaP I&E 2011-2012 WPDES Permit Annual Reporting Guide

This tool was developed by the MAMSWaP I&E Committee to assist municipalities with their required reporting to the DNR. This form is *not required*, but is a helpful checklist of the many options that have been made available to the member municipalities over the past two years.

## General

Number of times:

- ☐ attend I&E meetings (list attendee(s)' names, dates)
- ☐ provide input/feedback to I&E committee
- ☐ have stormwater display at local events (list date of event and picture or description of display)
- ☐ donated Enviroscape model to MAMSWaP for all municipalities to borrow
- ☐ Assisted school, scout(s), troop or other group with stormwater and/or rain garden curriculum and/or installation (spoke to class, gave demonstration, help with storm water pond outdoor classroom, etc.; list)
- ☐ coordinated water resource related clean ups
- ☐ information on storm sewer outfall upgrades or other stormwater BMP retrofits, maintenance or installations
- ☐ information included in utility bill or tax bill
- ☐ other (describe)
- ☐

Number distributed:

- ☐ *Dane Waters: A Reflection of Us All* DVD (and/or number of times screened at meetings or on local cable access)
- ☐ *How to Build a Rain Garden* Brochure
- ☐ *A Comprehensive List of Ways YOU Can Help Your Lakes and Streams* CD
- ☐ *In Dane, only the rain goes down the drain.* brochure
- ☐ storm drain marking (list how you promoted this program as well as how many storm drains were marked by which groups)
- ☐ gave presentation(s); expo(s) (provide audience, date, location)
- ☐ Other (list title(s))

## Articles

- ☐ *Healthy Yards...Healthy Ponds and Streams*
- ☐ *Trees and Water Pollution*
- ☐ *Love Your Lakes, Don't Leaf Them*
- ☐ *Low Salt Diet*
- ☐ *Plant Dane!*
- ☐ *10 Things You Can Do to Help Dane County's Lakes and Streams*
- ☐ *Springtime Showers Bring More than Just Flowers*

Times borrowed:

- ☐ Enviroscape watershed model (list event name, location and date)
- ☐ displays (list event name, location and date)

## Plant Dane!

Ways we promoted this program:

- ☐ link on our web to [www.myfairlakes.com](http://www.myfairlakes.com) (list your url where myfairllakes link can be found)
- ☐ flyers (include approximate number distributed) \_\_\_\_\_
- ☐ article
  - ☐ on website
  - ☐ in electronic or mailed newsletter
  - ☐ in local newspaper
  - ☐ other \_\_\_\_\_
- ☐ displays
- ☐ other \_\_\_\_\_

### Love Your Lakes, Don't Leaf Them

Number distributed:

- \_\_\_ yard signs
- \_\_\_ brochures
- \_\_\_ coasters
- \_\_\_ inserts (8.5x11" flyers)
- ☐ article
  - ☐ on website
  - ☐ in electronic or mailed newsletter
  - ☐ in local newspaper
  - ☐ other \_\_\_\_\_
- ☐ displays
- ☐ electronic ad
  - ☐ on website
  - ☐ in electronic or mailed newsletter
  - ☐ in local newspaper
  - ☐ other \_\_\_\_\_

### www.myfairlakes.com website/social media

- ☐ our website is linked to [www.myfairlakes.com](http://www.myfairlakes.com); our url is:
- \_\_\_ average number of hits/month
- ☐ we "like" myfairlakes on Facebook

### Salt Reduction

Water Star Wisconsin webinars

Number of copies of webinar distributed (identify how distributed: via CD, thumb drive, link forwarded in email, or other):

Number of times shown for

- \_\_\_ municipal staff
- \_\_\_ elected officials
- \_\_\_ consultants

salt use posters (list locations where posted)

Love Your Lakes, Don't Salt Them ad used:

Salt-Use Articles (include title(s) and date(s) sent or printed)

- ☐ put on our website (list url and average number of hits)
- ☐ put in electronic or mailed newsletter (average number of addresses)
- ☐ printed in local newspaper (date)



## Department of Public Works City Engineering Division

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**City Engineer**

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**Operations Supervisor**  
Kathleen M. Cryan

**Mapping Section Manager**  
Eric T. Pederson

**Financial Officer**  
Steven B. Danner-Rivers

**Hydrogeologist**  
Brynn Bemis

**TO:** WDOT, District 1—Wendy Braun  
WDNR—Eric Rortvedt, Laura Bub (South Central Region)  
University of Wisconsin—Marisa Trapp, Matt Collins  
Dane County Land Conservation—Kevin Connors, Pat Sutter, Jeremy Balousek  
Dane County Office of Lakes and Watersheds—Sue Jones, Marcia Hartwig  
Dane County Capital Area Regional Planning Commission—Mike Kakuska  
City of Fitchburg—Paul Woodard, Rick Eilertson, Felipe Avila  
City of Madison—Rob Phillips, Mike Dailey, Greg Fries, Genesis Steinhorst  
City of Middleton—Kevin McNulty, Gary Huth  
City of Monona—Daniel Stephany  
City of Stoughton—Rodney Scheel  
City of Sun Prairie—Daryl Severson  
City of Verona—Ron Rieder, Martin Cieslik  
Town of Blooming Grove—Mike Wolf  
Town of Burke—Brenda Ayers  
Town of Dunkirk—Melanie Huchthausen  
Town of Madison—Rick Rose  
Town of Middleton—David Shaw  
Town of Westport—Tom Wilson  
Town of Windsor—Kevin Richardson  
Village of Cottage Grove—James Hessling  
Village of DeForest—Deane Baker  
Village of Maple Bluff—Tom Schroeder  
Village of McFarland—Allan Coville, Don Peterson  
Village of Shorewood Hills—Karl Frantz  
Village of Waunakee—Kevin Even  
AECOM—Jim Bachhuber (Westport, Waunakee), Kelly Mattfield (Burke), Theran Jacobson (Verona)  
Mead & Hunt, Inc.—Anne Anderson, Tim Astfalk (Blooming Grove, Dunkirk)  
MSA Professional Services, Inc.—Eric Thompson  
Nahn & Associates—Chuck Nahn (Town of Madison, Maple Bluff)  
Strand Associates, Inc.—Jon Lindert (UW-Madison)  
Town & Country Engineering, Inc.—Brian Berquist, Mark Barden (Shorewood Hills, McFarland)  
Vierbicher Associates, Inc.—Sarah Church (Monona, Town of Middleton, DeForest)  
Madison Metropolitan Sewerage District—Dave Taylor, Kathy Lake, Caryl Terrell

*Highlighted names were present at the meeting*

**RE:** MINUTES for the Madison Area Municipal Storm Water Partnership Meeting

**DATE:** May 7, 2013

**TIME:** 2:00 PM

**LOCATION:** 1600 EMIL ST (City Engineering Field Office Training Room)

### **1. Info & Education update**

Marcia handed out an I&E update (attached). Please Note: The draft 5-year intergovernmental agreement has been sent out for comments. Also, please be sure to get signature page updates to Marcia. The final agreement should be distributed in November.

### **2. New MAMSWaP members**

The Village of Cottage Grove is currently only a member of the I&E Committee, but regularly attends the quarterly MAMSWaP meetings and wishes to join the group. There are several other municipalities that may be interested in joining. DNR would roll them into the next permit if the

group agrees. There were no major drawbacks to allowing additional members. An invitation shall be extended to potential new members by the City of Madison (?).

### ***3. Update on draft guidance for MS4 compliance with TMDL***

Proposed language was sent out to the technical members for review on 5/6/13. DNR hopes to simplify the approach to TMDL compliance for municipalities. Prior language would have resulted in re-running models and lots of additional accounting. The proposed language simplifies calculations by looking at a percent control per reach, minimizing the importance of where municipal boundaries fall within a watershed. However, for adaptive management, municipalities will still need to track their progress in order to receive credit for new practices. The pollutant trading guidance document was just out for public comment, and will be issued separately from TMDL guidance.

DNR is currently requesting input on the guidance document from the technical members before releasing it for public comment. Timeline will depend on the extent of the first round of comments.

ALSO—the new MS4 General Permit (2014) will include language regarding a TMDL framework. Eric will send a link to the MAMSWaP group prior to the 30 day public comment period.

### ***4. Update on Yahara WINS***

With one year completed in the adaptive management pilot project, Yahara WINS has been able to enroll 45% of the agricultural land in the Yahara Watershed. Definite advancement has been made in testing the feasibility of an adaptive management program. One critical component, however, is for municipalities to report their most current sediment/phosphorus loading. Any projects completed since the TMDL was written in 2008 need to be accounted for in order to determine the correct amount of phosphorus that Yahara WINS needs to control in order to be in compliance. These calculations need to be completed within the next year or so. DNR staff will likely need to review data for credit to each municipality, but won't be able to give a formal approval.

The Rock River TMDL assumes each municipality has reached 40% TSS control. Under adaptive management, the Department has indicated that AM reductions can be used to account from pollutant reduction beyond the 40% TSS control level but that the permitted municipalities should be striving to reach a goal of 40% TSS control within their municipality/watershed.

### ***5. Dane County Erosion Control Ordinance***

Dane County recently released proposed changes to the erosion control ordinance in order to be in compliance with NR151. It hasn't been adopted by the County Board yet, but once that happens, it is each municipality's responsibility to begin enforcing the ordinance immediately, and to adopt its own ordinance as soon as possible.



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City of Monona—Daniel Stephany  
City of Stoughton—Rodney Scheel  
City of Sun Prairie—Daryl Severson  
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Town of Middleton—David Shaw  
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Town of Windsor—Kevin Richardson  
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Village of DeForest—Deane Baker  
Village of Maple Bluff—Tom Schroeder  
Village of McFarland—Allan Coville, Don Peterson  
Village of Shorewood Hills—Karl Frantz  
Village of Waunakee—Kevin Even  
AECOM—Jennifer Hurlbaas (*Westport, Waunakee*), Kelly Mattfield (*Burke*), Theran Jacobson (*Verona*)  
Mead & Hunt, Inc.—Anne Anderson, Tim Astfalk (*Blooming Grove*)  
MSA Professional Services, Inc. — Eric Thompson  
Nahn & Associates—Chuck Nahn (*Town of Madison, Maple Bluff*)  
Strand Associates, Inc.—Jon Lindert (*UW-Madison*)  
Town & Country Engineering, Inc.—Brian Berquist, John Jenkins, Mark Barden (*Shorewood Hills, McFarland*)  
Vierbicher Associates, Inc.—Sarah Church (*Monona, Town of Middleton, DeForest*)  
Madison Metropolitan Sewerage District—Dave Taylor, Kathy Lake  
Also: Jim Bachhuber, Brown & Caldwell  
(*underlined names indicate present at meeting*)

**RE:** Minutes for the Madison Area Municipal Storm Water Partnership Meeting

**DATE:** August 6, 2013

**LOCATION:** 1600 EMIL ST (City Engineering Field Office Training Room)

1. *Update on state budget bill: changes to stormwater quality requirements/erosion control*

Eric Rortvedt handed out the revised language in Assembly Bill 40 – 2013 Wisconsin Act 20 (portion attached), which includes uniform standards instead of minimum standards for non-ag construction and post-construction stormwater management. There was an animated discussion about what the language means and how the DNR will enforce it. Thus far there has been no guidance handed down as to how it will be implemented and what the requirements of municipalities will be. We will find out in due time, likely not sooner than 2-3 months. Municipalities should continue business as usual in the mean time. If there are any legal challenges, municipalities should contact DNR.

General discussion included reference to the language that discussions exceptions to the rule that



municipalities cannot be stricter than the uniform standards (Section 2029e, page 514): (1) Control storm water quantity or control flooding; (2) Comply with federally approved total maximum daily load requirements. This leads one to think that as we are required to comply with the Rock River TMDL, these restrictions will not apply to most of the MAMSWaP group, however, we will know more when formal guidance is issued by DNR. The guidance document will require a 30 day public notice and signature by the Bureau Director at a minimum, so it will not be available in the very near future.

2. *Update on Yahara WINS*

Dave Taylor gave a quick summary of the ongoing work of the YaharaWINS adaptive management pilot program. The most recent a semi-annual report distributed to Yahara WINS participants by email and is also available on the [YaharaWINS website](#).

There is lots of good data coming out of the USGS monitoring stations in the pilot project area related to phosphorus loadings, including data from runoff events that happened last winter. Kathy Lake is establishing a citizen monitoring program: this baseline data will be important as we move forward. The pilot project is spending a lot of effort trying to establish accurate baseline information for all sources (traditional point sources, municipal stormwater, & agriculture).

MAMSWAP members are encouraged to update their modeling efforts to make sure that the pilot project is using accurate information for the purpose of calculating load reductions and costs. It is important for municipalities to continue to track practices they install.

Several questions were sent to Eric Rortvedt via email regarding the tracking of mass for MS4 permit compliance by municipalities participating in the YaharaWINS adaptive management program. Eric expects to soon have an email response back to the questions.

Yahara Pride, a farmer-run group in the pilot project area, is testing a certification program on their board members, and hired two advisors. This is promising. YaharaWINS helped fund some phosphorus reduction demo projects both in the pilot testing area as well as with the City of Madison/USGS leaf collection study.

Municipalities should contact Dave if they have adaptive management pilot program budget questions for 2014.

3. *Info & Education update*

Last Friday, Marcia sent out (what should be) the final version of the intergovernmental agreement. The final-final version is attached. Please route for signatures, and SEND MARCIA THE ORIGINAL, HARDCOPY VERSION. She will scan the signatures, but SHE NEEDS THE ORIGINALS. Please.

The I&E committee made a wonderful decision to get cool t-shirts and bags for people who volunteer to do storm drain marking. If you have a group interested in doing this, they should contact Mindy Habecker at UW-Extension (224-3718, [habecker@co.dane.wi.us](mailto:habecker@co.dane.wi.us)). See pictures on the next page!!

The committee is working with the Rock River Stormwater Group on creating another survey – we will be doing a mail version but will also be sending out an electronic link to the group to forward to any of your distribution lists, etc. Keep an eye out for this.

More I&E updates are attached. Also, Gary Huth agreed to bring cookies next time.

August 8, 2013

Page 3

T-shirts provided to volunteers  
doing storm drain marking.  
*Pictures courtesy of Clean Lakes Alliance*





# MAMSWaP I&E Update

Tuesday, August 6, 2013

*Respectfully submitted by Marcia Hartwig, Madison Area Municipal Storm Water Partnership (MAMSWaP) Storm Water Education Coordinator, 608-224-3746, [hartwig@countyofdane.com](mailto:hartwig@countyofdane.com). Please to contact me with questions.*

**CONSULTANTS AND MUNICIPAL REPRESENTATIVES:** *Please make this report available to your municipalities.*

## Five-Year I&E Intergovernmental Agreement Development

The final draft of the five-year agreement was sent to municipalities in July. A couple of late edits including a request to remove the Affirmative Action language were received and a revised final draft was then sent to municipalities. Once final approval is given by all municipalities, a final copy will be sent and signatures can be obtained. Please send the signature pages (originals, not scans or fax) to me. Once all signatures are received, I will make a pdf of the entire document with signatures to put on [myfairlakes.com](http://myfairlakes.com).

## Five-Year Work Plan

The I&E Committee continues to work with Andy Yench, UWEX Natural Resource Educator, drafting the next five-year work plan. We still anticipate a final draft by the end of the year.

## Five-Year Survey

The I&E Committee has begun working with UW–River Falls Survey Research Center to develop and implement a survey per the permit language requiring assessment. It will be similar to the surveys implemented in 2003 and 2009. Results will be used to evaluate current programs, as a tool to guide annual work plans.

## Storm Drain Marking Support

The I&E Committee authorized purchase of storm drain markers, t-shirts and bags for the storm drain marking program through the Environmental Resource Center (coordinated by Mindy Habecker, Dane County Extension).

## Partnerships

We're continuing to collaborate with MMSD/Yahara WINs on potential chloride outreach; NASECA promoting their events; Rock River Recovery Education and Outreach Team (TMDL I&E) planning some forums in September; and the Rock River Stormwater Group coordinating on articles, "Renew the Rock" campaign and possibly the survey. The Rock River Stormwater Group (RRSG) has a new consultant (Jason Valerius, MSA) that has begun implementing RRSG's new workplan.

## Love Your Lakes, Don't Leaf Them

It's that time of year. We have yard signs, brochures, flyers and coasters. The coasters will again be distributed by Capital Brewing. We'll distribute articles for neighborhood association newsletters and press releases to municipalities for distribution. Please let me know how many yard signs, flyers and brochures your municipality needs and I'll get them to you. The I&E Committee is deciding what other media we'll be implementing this year. Be sure to make the yard signs available to your residents.

## Reminders

- New address since last fall: **5201 Fen Oak Drive**, Madison, 53718-**8827**.
- Link to [myfairlakes.com](http://myfairlakes.com) from your e sure your municipality's website using the new logo.
- Follow [myfairlakes.com](http://myfairlakes.com) on Facebook! "Like" and "share" posts to help spread the word.

- The I&E Committee is looking for volunteers from villages and towns to participate in the committee. Contact me if you are interested in serving on this committee. The I&E Committee generally meets a week or two in advance of the large quarterly meetings.
- The Madison Area Municipal Storm Water Partnership meets quarterly, the first Tuesday of February, May, August and November. Remaining meetings in 2013: November 5.



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**City Engineering Division**

Robert F. Phillips, P.E.  
**City Engineer**

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Madison, Wisconsin 53703  
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www.cityofmadison.com

**608 266 4751**

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Underlined indicates present at the meeting

**TO:** WDOT, District 1—Wendy Braun  
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Town & Country Engineering, Inc.—Brian Berquist, John Jenkins (*Shorewood Hills, McFarland*), Mark Barden  
Vierbicher Associates, Inc.—Sarah Church (*Monona, Town of Middleton, DeForest*)  
*Others: Dave Taylor, MMSD*

**RE:** Minutes for the Madison Area Municipal Storm Water Partnership Meeting

**DATE:** 11/5/13

**TIME:** 1:00 PM

**LOCATION:** Emil Street Training Room, 1600 Emil St, Madison

1. *Update on Yahara WINs and other MMSD updates*

Dave Taylor alerted the group to a new national campaign about not using toilets as trash cans. Don't use toilets as trash cans. A handout is attached with more information.

Yahara WINs contributed funds for installing demonstration practices on farm fields, some of which were showcased at the recent 2-day Yahara Pride Farm Days event, including cover crops, vertical tillage, and vertical manure injection. Yahara WINs will be meeting with Yahara Pride next week to discuss the next steps.

There was a reverse auction for urban practices intended to reduce phosphorus. The two applicants, City of Monona and City of Madison, were the two recipients.

Dave is working with Greg Fries on re-building the cost model for participating municipalities with more recent (and more accurate) data. If you have data to share on the cost/efficiency of installed practices, please do so. At the end of the adaptive management pilot program, MMSD will be responsible for **advancing the full scale program in 2016**. It will be somewhat contingent on who decides to participate. A new Memorandum of Understanding may be required to address the broader TMDL implementation issues for MS4s. A UW graduate class is currently reviewing the existing MOU and will issue a report card to Yahara WINS.

Since the MAMSWaP Permit expires in July 2014, we will likely require a small modification from DNR indicating we are still covered until a new permit is issued. We have operated under permit extensions in the past, so this should not be a problem.

2. Greg updated the group on his understanding of what DNR does/does not expect with regards to meeting TMDL. After several meetings, the current belief is that DNR won't require municipalities to condemn land (and install practices) in order to meet the TMDL. The intent is that municipalities would have a plan (25-30+ years?) to meet the TMDL requirements. As indicated earlier, he is also working on a method to update the loading and allocation numbers in the TMDL. These revisions will outline a process so that a municipality can take their NR-151 load calculations, and update them to the TMDL boundaries and standards. This will create a revised phosphorus allocation pie chart for municipalities and other parties (MMSD, AG.) so each entity knows how much phosphorus they are responsible for reducing (and subsequently have to purchase). The previous numbers used incorrect land areas, and in some cases the errors were significant (so check your areas!). Other updates include any recently installed practices (in areas that would be within your 2004 municipal boundaries). The group will need to agree on a baseline and that calculations used by each municipality are reasonable. DNR will be the 3<sup>rd</sup> party reviewer for "global compliance." Greg will also draft a "10 Best Things" to do for municipalities. He hopes to have a methodology out in advance of the February MAMSWaP meeting that provides a method for calculating what each municipality would be responsible for (cost-wise) for their share of the "Phosphorus Pie." (*yuck*)

There have been discussions as to how frequently updates need to be made to each municipality's loading as practices are installed. The current thought is that updates would occur with each permit cycle (every 5 years). The DNR will not be tracking pounds of phosphorus reduced, but rather percentages to avoid trying to compare various models. However, the group would need to track pounds of phosphorus in order to determine success and to allow costs to be allocated.

Also, Gary still needs to bring cookies to the next meeting.

3. Fitchburg is working on a Nine Springs Creek Watershed Planning effort. More info is here:  
<http://www.city.fitchburg.wi.us/departments/cityHall/publicWorks/stormwater/NineSpringsMasterPlan.php>.

There is an upcoming Public Involvement Workshop from 6-9PM on Thursday 12/12/13.

They are also hosting the November 20<sup>th</sup> Center for Watershed Protection Webcast (Stormwater Utilities: Reckoning the Cost Side of the Equation (from 11am to 1pm at the Fitchburg City Hall Meeting Room) and then including an optional overview of Fitchburg's recent Stormwater Utility Rate Analysis Report by Jon Cameron (Ehlers & Assoc.) and myself from 1pm to 1:30pm or so.

Madison is working with Strand and Friends of Lake Wingra on a Lake Wingra Watershed Plan. Key issues to be addressed include chloride, infiltration, and phosphorus. More info here:  
<http://www.cityofmadison.com/engineering/stormwater/wingraplan.cfm>

4. Other/I&E update:

*Respectfully submitted by Marcia Hartwig, Madison Area Municipal Storm Water Partnership (MAMSWaP) Storm Water Education Coordinator, 608-224-3746, [hartwig@countyofdane.com](mailto:hartwig@countyofdane.com). Please to contact me with questions.*

**CONSULTANTS AND MUNICIPAL REPRESENTATIVES:** *Please make this report available to your municipalities.*

**Five-Year I&E Intergovernmental Agreement Development**

The final draft of the five-year agreement was sent to municipalities in July. A couple of late edits including a request to remove the Affirmative Action language were received and a revised final draft was then sent to municipalities. The final copy was sent to municipalities and signature pages are being sent in to me. Once all signatures are received, I will make a pdf of the entire document with signatures to send to all signatories and to put on myfairlakes.com.

**Five-Year Work Plan**

The I&E Committee continues to work on the next five-year work plan. We still anticipate a final draft soon along with the annual work plan.

**Five-Year Survey**

The I&E Committee continues working with UW–River Falls Survey Research Center to implement a survey per the permit language requiring assessment. It will be similar to the surveys implemented in 2003 and 2009. Results will be used to evaluate current programs, as a tool to guide annual work plans.

**Partnerships and Projects**

We're collaborating with MMSD/Yahara WINs, City of Madison and Dane County on potential chloride outreach. Rock River Stormwater Group coordinating on articles, "Renew the Rock" campaign, leaf campaign and the survey. The Rock River Stormwater Group (RRSG) has a new consultant (Jason Valerius, MSA) that has begun implementing RRSG's new workplan. NASECA promoting their events. Rock River Recovery Education and Outreach Team (TMDL I&E)

**Love Your Lakes, Don't Leaf Them**

Yard signs, brochures, flyers and coasters continue to be available. Articles were sent out for weekly newspapers, newsletters and websites. Remember to keep track of the materials you distributed for reporting to DNR. Share your experience (good or bad) with the rest of the group so others can adjust their programs, if necessary.

**Reminders**

- Link to myfairlakes.com from your site and be sure your municipality's website is using the new logo.
- Follow myfairlakes.com on Facebook! "Like" and "share" posts to help spread the word.
- The I&E Committee is looking for volunteers from villages and towns to participate in the committee. Contact me if you are interested in serving on this committee. The I&E Committee generally meets a week or two in advance of the large quarterly meetings.
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Madison Metropolitan Sewerage District—Dave Taylor, Kathy Lake

MSA Professional Services, Inc. – Eric Thompson

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Vierbicher Associates, Inc.—Sarah Church (*Monona, Town of Middleton, DeForest*)

**RE:** Madison Area Municipal Storm Water Partnership Meeting Minutes

**DATE:** February 11, 2014

**TIME:** 1:00 PM

**LOCATION:** 1600 Emil St – Training Room

### 1. Public Notice for MS4 Permit (Rortvedt)

There is currently a public notice for comments on two General Permits – that for new permittees, and another for permit renewal. Even though we have an Individual Permit, MAMSWaP representatives are urged to review the language of these permits, specifically regarding the TMDL language and the fact sheet, as it may be similar to the language in our next permit. Comments on the public noticed MS4 general permits need to be sent to Jim Bertolacini and received by 4:30 p.m. on March 14, 2014. There will be two upcoming webinars from Jim



Bertolacini on the permit language for existing permittees on Feb. 25 and new MS4 permittees on Feb. 27.

Eric anticipates that a permit modification to the Madison Area MS4 group permit may be needed before this fall (and before the entire permit is reissued) in order to replace the TMDL implementation language in the current permit with the TMDL implementation language that is proposed in the proposed MS4 general permits. The permit modification would require a 30 day public comment period for that section only. The DNR does not need to open up the entire permit for public comment. Our current permit expires June 30 of this year; Eric will send out a letter template for each municipality to complete and sign to indicate an interest in renewing the group individual permit. If municipalities feel they are missing out on something by being a part of the individual permit as opposed to the general permit, they should speak to Eric about any proposed language changes. Most of the differences are in coordinating the group dynamic and collaborating on requirements for I&E.

## *2. Yahara WINS update (Taylor)*

Dave indicated the 2013 Yahara WINS report will be released shortly; he is waiting for some data from other agencies. This year will bring advancement in getting practices on the ground. Previous years were focused on getting monitoring in place. There are a couple of funding sources available this year that should allow for plenty of progress.

There will be another Yahara WINS grant funding opportunity announced in late February for urban and rural projects (similar to last year's reverse auction). There is \$50k allocated—up to \$15k for each project. The goal is to get projects funded that will reduce phosphorus loading. Funding should be awarded in late April.

Citizen monitoring will be put in place both within and outside the pilot project in an effort to build capacity for a potential transition to a full scale adaptive management project. A primary focus of the pilot project this year will be getting phosphorus reduction practices installed. Yahara WINS has contracted to extend the Yahara CLEAN SWAT analysis to the entire Yahara Watershed—this will help us better characterize baseline phosphorus loads, particularly on the agricultural side.

There was a question about the difference between adaptive management and pollutant trading. The DNR has put out a handbook that Dave will link to on the Yahara WINS web page, accessible via [www.madsewer.org](http://www.madsewer.org). Dave indicated that he has been consistent in encouraging all WINS participants to continue evaluating all compliance options so that they can make an informed decision regarding whether to participate in a full scale adaptive management project.. MMSD continues to do the same analysis. Presently, if a full scale adaptive management program does not move forward, MMSD would look at pollutant trading before determining whether to pursue a brick and mortar upgrade.

There was another question regarding farmer participation and the soil testing inventory. To date, 70% of the fields in the pilot area have been inventoried. with the goal of completing inventories on the remaining farms in the pilot project this year.

## **CHLORIDES/SALT**

Dave Taylor spoke briefly about chlorides. He indicated that this is a major issue for the District and stated that the District typically sees high concentrations in effluent during winter months, with these concentrations linked to road salt usage. There was a brief discussion about road salting. Dave also indicated that there are other major sources of chlorides, including water softening. The District is working on a number of chloride reduction initiatives and will be looking for opportunities to partner with customer communities on chloride reduction initiatives.

## MAMSWaP I&E Update

*Respectfully submitted by Marcia Hartwig, Madison Area Municipal Storm Water Partnership (MAMSWaP) Storm Water Education Coordinator, 608-224-3746, [hartwig@countyofdane.com](mailto:hartwig@countyofdane.com). Please to contact me with questions.*

**CONSULTANTS AND MUNICIPAL REPRESENTATIVES:** *Please make this report available to your municipalities.*

### Five-Year I&E Intergovernmental Agreement

The final copy with signatures is now on the web at <http://www.myfairlakes.com/mamswap.aspx>.

### Five-Year Work Plan

The five-year work plan and annual work plan are finalized and on the web at <http://www.myfairlakes.com/mamswap.aspx>.

### Five-Year Survey

The I&E Committee continues working with UW–River Falls Survey Research Center to complete a survey per the permit language requiring assessment. The mailed survey ended just before Thanksgiving (177 responses/955 invites for a 19% response), and the web-based survey (260 responses, open invite) wrapped up on January 1, 2014. UWRF SRC is now compiling and comparing results. RRSF also implemented the same survey last fall. Results between the two groups will be compared, used to evaluate current programs, and as a tool to guide annual work plans.

### Partnerships and Projects

MMSD/Yahara WINS on phosphorus reduction

City of Madison on chloride outreach

Rock River Stormwater Group on articles, “Renew the Rock” campaign, leaf campaign and the survey.

NASECA promoting their events—contractor workshop coming up next month. <http://www.nasecawi.org/events/upcoming-events/march-2014-permit-compliance/>

### Plant Dane! Cost-Share Program

New website is finally live: <http://www.myfairlakes.com/PlantDane.aspx>

Plant species available: [http://www.myfairlakes.com/pdf/GMF\\_Species.pdf](http://www.myfairlakes.com/pdf/GMF_Species.pdf)

March 1 Workshop: [http://www.myfairlakes.com/pdf/Plant\\_Dane\\_workshop\\_brochure.pdf](http://www.myfairlakes.com/pdf/Plant_Dane_workshop_brochure.pdf)

Delivery: May 17, 2014, 8-9 a.m. at 5201 Fen Oak Drive, Madison

New and improved rain harvesting will also be a part of the workshop this year. Contact me if you need me to resend any of the links or materials. PLEASE promote this as many ways as you are able.

### REMINDERS

- Link to myfairlakes.com from your e sure your municipality’s website using the new logo.
- Follow myfairlakes.com on Facebook! “Like” and “share” posts to help spread the word.
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**From:** [Steinhorst, Genesis](#)  
**To:** [Caryl Terrell](#); [Dave Taylor](#); [allan.coville@mcfarland.wi.us](#); [anne.anderson@meadhunt.com](#); [bakerd@vi.deforest.wi.us](#); [bgriffiths@vc.wisc.edu](#); [billbiesmann@kjohnsonengineers.com](#); [brian@tcengineers.net](#); [cchristenson@cityofsunprairie.com](#); [cnahn@tds.net](#); [Connors, Kevin](#); [Debbie@ma-rs.org](#); [don.peterson@mcfarland.wi.us](#); [dseverson@cityofsunprairie.com](#); [dstephany@ci.monona.wi.us](#); [eric.rortvedt@wisconsin.gov](#); [ethompson@msa-ps.com](#); [felipe.avila@city.fitchburg.wi.us](#); [Fries, Greg](#); [ghuth@ci.middleton.wi.us](#); [Steinhorst, Genesis](#); [harder@countyofdane.com](#); [Hartwig@countyofdane.com](#); [info@town.middleton.wi.us](#); [Janine Glaeser](#); [Jeremy Balousek](#); [jhessling@village.cottage-grove.wi.us](#); [Jim Bachhuber](#) ([jbachhuber@brwncald.com](#)); [jim.bertolacini@wisconsin.gov](#); [Jon.Lindert@Strand.com](#); [jones.susan@countyofdane.com](#); [jorwin@fpm.wisc.edu](#); [Kathy Lake](#); [keven@vil.waunakee.wi.us](#); [kevin@windsorwi.gov](#); [kpfrantz@shorewood-hills.org](#); [Laura.Bub@wisconsin.gov](#); [laytonenv@wctc.net](#); [Mark Barden](#); [marty.cieslik@ci.verona.wi.us](#); [Matt Collins](#); [Dailey, Mike](#); [Mike Wolf](#); [mikek@danecorp.org](#); [mtrapp@fpm.wisc.edu](#); [oberle@execpc.com](#); [Ralph North](#); [Rich Weihert](#); [Rick.Eilertson@city.fitchburg.wi.us](#); [rjscheel@ci.stoughton.wi.us](#); [ron.rieder@ci.verona.wi.us](#); [roser@town.madison.wi.us](#); [Phillips, Rob](#); [schu@vierbicher.com](#); [taschroeder@hotmail.com](#); [Jacobson, Theran](#); [tim.astfalk@meadhunt.com](#); [Tom Veith](#); [townofburke@frontier.com](#); [townofdunkirk@att.net](#); [twilson@townofwestport.org](#); [wendy.braun@dot.state.wi.us](#)  
**Subject:** MAMSWaP mtg cancelled  
**Date:** Thursday, May 01, 2014 3:04:29 PM

---

MAMSWaP,

We are cancelling the May 6 meeting.

There was a question as to the status of the group permit. The answer is Eric Rortvedt doesn't expect to start drafting the revised Madison area group permit until late summer or fall. Also, the MS4 general permits were signed yesterday, and once these permits, fact sheets, and comment summaries are made available on the DNR web site we can notify the group.

See you August 5.

**Genesis Steinhorst**

Water Resource Specialist  
City of Madison - Engineering  
210 Martin Luther King Jr Blvd, Room 115  
Madison, WI 53703  
(608) 266-4059



Department of Public Works

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Village of Waunakee—Kevin Even  
AECOM—Theran Jacobson, Carla Fischer (Verona, Burke)  
Clean Lakes Alliance—James Tye, Paul Dearlove  
Mead & Hunt, Inc.—Anne Anderson, Tim Astfalk, Levi Ney (Blooming Grove)  
MSA Professional Services, Inc. – Eric Thompson, Erik Sorenson, Amber Converse  
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Vierbicher Associates, Inc.—Sarah Church (Monona, Town of Middleton, DeForest)

**Underlined Names indicate present at meeting**

**RE:** Madison Area Municipal Storm Water Partnership Meeting Agenda

**DATE:** September 11, 2014

**TIME:** 2:00 PM

**LOCATION:** 1600 Emil St – Training Room

### 1. Road Salt Outreach and Operations (Kathy Lake, MMSD and Sue Jones, Dane County Lakes and Watersheds)

Sue discussed past MAMSWaP-hosted public and private workshops on salt application; the most recent of these was offered 3-4 years ago. She wanted to gauge the interest of MAMSWaP members in

offering those workshops this fall. She mentioned a couple options, including workshops to be offered in Appleton and Whitewater. The group agreed that attendance at an out-of-town class would likely be low, and discussed bringing the class to Madison. Sue estimated that the total cost to MAMSWaP for offering the workshops would be about \$5,000 (\$2,500/workshop), and would come out of the Information & Education budget. It was agreed that Sue should look closer at organizing public and private workshops in Madison.

Kathy summarized a meeting between representatives from Dane County Lakes and Watersheds, the UW, Madison Water Utility, MMSD, and other interested parties to discuss messaging/outreach options for road salt in Dane County. The group identified five distinct parties to target with different messages: elected officials, public works directors, emergency services (EMS), private applicators, and those who pay the private applicators (homeowners, business owners, etc). It was decided that the messaging effort should have two parts:

- 1) Five 1-page message statements (one targeting each group listed above) about road salt application
- 2) One website summarizing information about road salt application for all groups

The messaging group discussed both tasks with a printing and multimedia company, and obtained an estimate of \$20,000 for the project (~\$12,000 for the website construction, ~\$8,000 for the pamphlets). MMSD is willing and able to contribute to the project, as is Dane County Lakes and Watersheds. Kathy requested some financial assistance from MAMSWaP; the group present indicated that it was in favor of the project moving forward. Anyone interested in assisting in the project should contact Kathy.

Finally, Kathy said that MMSD is soon to begin working on its annual chloride reduction report. As part of that report, MMSD is supposed to evaluate road salt application methods for each of its contributing municipalities. To better inform the report, Kathy will be sending out a SurveyMonkey survey to representatives of each MS4. Please contact Kathy with any questions regarding the survey.

## 2. Draft TMDL Guidance (Gary Huth, City of Middleton)

Gary said that the City of Middleton is delaying upgrading of its storm sewer system pending the issuance of the DNR's TMDL guidance, and requested that Eric Rortvedt discuss the expected timeline for finalizing that document. Eric and Kevin Kirsch at the DNR have found some issues with the model used for the TMDL, mainly reaches 47 and 83, and are working to get those resolved and to develop final numbers – Eric finished up the guidance and a draft has been sent out for comment.

Given the changes in approach that have occurred during the development of the TMDL, the DNR will issue reduction requirements as a percentage (%) of baseload based on the TMDL model. Municipalities will obtain load reductions as pounds using their calculated baseloads and individual models of their reachshed(s). Eric reminded attending municipalities that they will have three years from the re-issuance of the MAMSWaP permit to develop and submit to the DNR their plans to reach the TMDL goals. Eric also indicated that he would be willing to provide a “pre-review” of any calculations used to meet AM plans.

## 3. Discussion on Adaptive Management and Pollutant Trading (Rortvedt, Garbe)

In response to questions regarding the differences between AM and water quality trading (WQT), Amy Garbe (DNR) gave a presentation about each program and the differences between them.

### *Adaptive Management*

- Goal/criteria for success: to meet the water quality criteria for a particular constituent in each reach (0.075 mg/L TP for small streams)
- Requires partnership with a wastewater utility (i.e. MMSD)
- BMPs must meet the cumulative reduction for the whole system, BUT the BMPs must be

spread throughout the watershed to meet the reductions required in each stream reach

Quality Trading

- Goal/criteria for success: to offset load of a particular constituent (i.e. TP) above allocated load
- Each municipality can operate alone (no need for MMSD involvement)
- If AM does not succeed, BMPs installed as part of AM can be converted into trade credits, although trade ratios will apply
- Minimum applicable ratio = 1.2:1
- BMPs higher in the reach shed give more favorable trade ratios

Following Amy's presentation, Dave Taylor (MMSD) discussed MMSD's view of a full-scale AM program. Dave indicated that the program will be "all for one, and one for all" – any municipality that contributes to AM will receive their contribution's worth of credits. Dave is optimistic that there will be sufficient credits available for any municipality that chooses to participate in AM.

#### 4. Concrete Washing Issues (Greg Fries, City of Madison)

Greg stated that, at the request of the Public Health department, the City of Madison will now be requiring contractors to submit concrete truck wash-out plans with erosion control plans for permitting of construction jobs. Contractors must now manage and contain all washout water from concrete mixing trucks. Attached to this summary is a photograph (courtesy of Jeremy Balousek) of one example of a containment system.

#### 5. Clean Lakes Alliance – Update on Leaf Management Efforts (Paul Dearlove, James Tye, Clean Lakes Alliance)

James talked about the CLA's interest in publicizing leaf management options to home- and property-owners in the Madison area. He mentioned that the CLA is interested in establishing "baseline" numbers for phosphorus management practices currently in place – rain gardens, leaf containment, etc. The CLA would like to conduct a survey of homeowners about these practices through each MS4's MAMSWaP email to its constituents – the emails would simply include a link to the survey, which would be set up and monitored by CLA. The MAMSWaP group did not make a decision on whether to proceed with this project. Any questions can be directed to James Tye or Paul Dearlove at the CLA.

#### 6. Information and Education Updates (Jones)

Please see the MAMSWaP I&E update report, attached.

#### 7. Information and Education Position Update (Jones)

Marcia Hartwig, the former MAMSWaP Education coordinator, left her position in May 2014. Since then, Sue Jones at the Dane County Lakes and Watershed Commission has, with the assistance of LTE staff, been covering Marcia's former duties in addition to her own. Dane County will be hiring a new 0.5 FTE MAMSWaP Education Coordinator in January 2015, to be placed in the new Dane County Water Resources department. As before, 50% of the position's salary will be paid out of MAMSWaP's I&E budget. Please see the MAMSWaP I&E update report, attached, for more information.

# Madison Area Municipal Storm Water Partnership -- I&E Update

September 2014

*Respectfully submitted by Sue Jones, Dane County Office of Lakes and Watersheds. [jones.susan@countyofdane.com](mailto:jones.susan@countyofdane.com), 608-224-3764. Please contact me with questions and suggestions.*

**CONSULTANTS AND MUNICIPAL REPRESENTATIVES:** *Please make this report available to your municipalities.*

## **MAMSWaP I&E Staffing**

Marcia Hartwig's last day of work as Madison Area Municipal Storm Water Partnership Storm Water Education Coordinator was May 9, 2014. Sue Jones from the Dane County Office of Lakes and Watersheds has provided all background documents required for Dane County to post and hire this vacancy, and since May has repeatedly advocated the importance of filling this position. In the interim, Jones and other Office of Lakes and Watersheds staff have kept the most important MAMSWaP I&E program elements going.

## **I&E Committee Membership**

Jones has secured a tentative commitment from a Village representative to serve on the committee. We still need a Towns representative. Please contact Jones to volunteer yourself or others to represent the interests of Towns on this group.

## **Plant Dane! Cost-Share Program**

We had a record-breaking year, with almost 11,000 plants sold, second only to 2006. Sue Jones and Pat Sheahan from the Dane County Office of Lakes and Watersheds, and Susan West from the Dane County Lakes and Watershed Commission staffed the plant delivery day on May 17, 2014. The Graham-Martin Foundation did not offer a second sale during the summer.

## **Love Your Lakes (and Rivers), Don't Leaf Them – 2014**

The I&E Committee affirmed Jones' recommendation to repeat last year's successful program of newspaper inserts of the "Love Your Lakes (and Rivers), Don't Leaf Them flyer, newspaper print and web advertising; and coaster, flyer, yard sign, and brochure distribution. We encourage each municipality to participate enthusiastically in this program. Please let know Jones of your creative expansions of the core materials and concepts provided to you.

## **Communications and Articles**

Sue Jones and other Lakes and Watershed staff continue to monitor and respond to myfairlakes email correspondence, post to Facebook, promote NASECA and other stormwater training opportunities, and develop articles for member municipalities' use. After the I&E Committee has completed its review, articles will soon be sent regarding illicit discharge and the fall Love Your Lakes Don't Leaf Them campaign.

## **Enviroscape**

The "Enviroscape" watershed model, donated for broader use by the City of Sun Prairie, has been used frequently since May, sometimes with Lakes and Watersheds staff leading the educational event:

- May 10, Madison Audubon's Bird City Celebration at Olin Turville Park
- July 16, Operation Fresh Start's Conservation Crew educational event at Lake Farm County Park
- July 28, Lussier Community Education Center. Program for 18 youth summer camp participants who also marked 18 storm drains with "dump no waste" markers

- August 10, Grow Academy. Program for six juvenile offenders included determination of biotic index and discussion of the water cycle.
- August 23, Upper Sugar River Watershed Association “Paddle and Pig Out” event

### **Pervious Pavement Workshop**

Look for a MAMSWaP-sponsored one-hour training session on permeable pavers and current research, later this year.

### **Partnerships and Projects**

The I&E Committee is continuing to review proposals from Earth Partnership for Schools (EPS, part of the UW Arboretum) to update the storm water curriculum as part of a larger project that EPS has been implementing across the nation.

Other ongoing partnerships:

MMSD/Yahara WINs on phosphorus reduction

MMSD, City of Madison, Dane County on chloride outreach

Rock River Stormwater Group on articles, “Renew the Rock” campaign, leaf campaign.

NASECA -- promoting their events

### **Reminders**

- Please distribute yard signs, flyers, and coasters as part of this year’s Love Your Lakes, Don’t Leaf Them campaign.
- Please be sure you have links to [myfairlakes.com](http://myfairlakes.com) from your websites.
- Follow [myfairlakes.com](http://myfairlakes.com) on Facebook! “Like” and “share” posts to help spread the word.



**From:** [Striegl, Lauren](#)  
**To:** [Allan Coville](#) - Village of McFarland ([allan.coville@mcfarland.wi.us](mailto:allan.coville@mcfarland.wi.us)); [Amber Converse](#) - MSA Professional Services, Inc. ([aconverse@msa-ps.com](mailto:aconverse@msa-ps.com)); [Anne Anderson](#) - Mead & Hunt, Inc. ([anne.anderson@meadhunt.com](mailto:anne.anderson@meadhunt.com)); [Benjamin Griffiths](#) - UW-Madison ([bgriffiths@vc.wisc.edu](mailto:bgriffiths@vc.wisc.edu)); [Bill Biesmann](#) - KJohnson Engineers, Inc. ([billbiesmann@kjohnsonengineers.com](mailto:billbiesmann@kjohnsonengineers.com)); [Brenda Ayers](#) - Town of Burke ([townofburke@frontier.com](mailto:townofburke@frontier.com)); [Brian Berquist](#) - Town & Country Engineering, Inc. 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([schu@vierbicher.com](mailto:schu@vierbicher.com)); [Shannon Haydin](#) - City of Monona ([shaydin@ci.monona.wi.us](mailto:shaydin@ci.monona.wi.us)); [Sue Jones](#) - Dane County Lakes and Watershed ([jones.susan@countyofdane.com](mailto:jones.susan@countyofdane.com)); [Jacobson, Theran](#); [Tim Astfalk](#) - Mead & Hunt, Inc. ([tim.astfalk@meadhunt.com](mailto:tim.astfalk@meadhunt.com)); [Tom Schroeder](#) - Village of Maple Bluff ([taschroeder@hotmail.com](mailto:taschroeder@hotmail.com)); [Tom Veith](#) - City of Sun Prairie ([tveith@cityofsunprairie.com](mailto:tveith@cityofsunprairie.com)); [Tom Wilson](#) - Town of Westport ([twilson@townofwestport.org](mailto:twilson@townofwestport.org)); [Town of Dunkirk](#) ([townofdunkirk@att.net](mailto:townofdunkirk@att.net)); [Wendy Braun](#) - WDOT ([wendy.braun@dot.state.wi.us](mailto:wendy.braun@dot.state.wi.us))  
**Subject:** MAMSWaP November Meeting Cancelled  
**Date:** Friday, October 03, 2014 12:04:48 PM

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MAMSWaP,

The November 2014 quarterly MAMSWaP meeting (scheduled for Nov 4, 2014) is cancelled. We will meet again in February 2015; meeting invitations will follow later this year.

Thanks,  
Lauren

Lauren Striegl  
City of Madison - Engineering Division  
210 Martin Luther King Jr. Blvd.  
Madison, WI 53703  
608-266-4094



**ATTACHMENT A-2**

**Town Board Meeting Minutes  
Pertaining to Storm Water Issues**



**Town of Burke Board Meeting Minutes – January 2, 2013**  
**6:00 p.m.**

Board members in attendance: Chairman Viney, Supervisor Berg, Supervisor Hess.  
Excused: Supervisor Munson and Supervisor Searls. Also in attendance: Brenda Ayers, 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. Public Hearing regarding a 3 lot CSM and CUP submitted by Welton Enterprises and Camping World for the purpose of creating lots that will conform to municipal ordinances and allow for outdoor storage of inventory, property located at 6175 Metro Drive, DeForest, Lots 7-10,13-15 of East Metro Business Park (parcel numbers 0810-054-0307-8, 0810-054-0359-0, 0810-054-0410-0, 0810-054-0512-0, 0810-054-0614-0, 0810-054-0665-0, 0810-054-0715-5) and adjacent metes and bounds described parcel (parcel number 0810-054-8230-5). Paul Molinaro of Welton Enterprises thanked the Board for meeting on short notice. Hess asked Molinaro if he has been in contact with Mike Centinario of the Village of DeForest. Molinaro said he is aware of Centinario's comments including those pertaining to stormwater runoff and landscaping. No one else was present to speak for or against the application.
- e. Clerk/Treasurer report. No report was given.
- f. Approval of Bills. No bills were presented for approval.
- g. Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. None.

**2. NEW BUSINESS**

- a. Resolution 01022013 regarding a 3 lot CSM and CUP submitted by Welton Enterprises and Camping World for the purpose of creating lots that will conform to municipal ordinances and allow for outdoor storage of inventory, property located at 6175 Metro Drive, DeForest, Lots 7-10,13-15 of East Metro Business Park (parcel numbers 0810-054-0307-8, 0810-054-0359-0, 0810-054-0410-0, 0810-054-0512-0, 0810-054-0614-0, 0810-054-0665-0, 0810-054-0715-5) and adjacent metes and bounds described parcel (parcel number 0810-054-8230-5). Hess reported that at the meeting on December 12, the Plan Commission recommended approval of the CSM and CUP with the conditions noted in the resolution. Hess also reported that the Town Engineer attended the Plan Commission meeting and she was not concerned about the increase runoff due to paving of the parking area when Molinaro informed her that it is currently compact gravel. Motion: Hess/Berg to adopt Resolution 01022013 as presented. Motion carried.
- b. Operator's licenses. None.

3. ADJOURNMENT. Motion: Hess/Berg to adjourn. Motion carried. Meeting adjourned at 6:18 p.m.

Brenda Ayers, Clerk/Treasurer  
Town of Burke  
1/8/2013

## **Town of Burke Board Meeting Minutes – January 16, 2013**

**6:00 p.m.**

Board members in attendance: Acting Chairman Hess, Supervisor Berg, Supervisor Searls and Supervisor Munson. Excused: Chairman Viney. Also in attendance: Brenda Ayers, Clerk/Treasurer; Ron Kurt, Public Works Lead; Kim Peterson, Deputy Clerk/Treasurer; Chris Hughes, Town Attorney 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 acting Chairman Hess.
- c. The Pledge of Allegiance was recited.
- d. Approval of minutes from the December 19, 2012 Board meeting.  
Motion: Hess /Munson to approve the minutes as presented. Motion carried.
- e. Public Works report. Kurt reported that although he has received the bill for the December storm, he feels that the 2012 salt expenses will be under budget. There is a brake problem on Peterbuilt and the 2001 one-ton had a water pump problem. He worked with General Communications to reprogram and/or replace the Public Works radios and upgrade the FCC license to be narrow band compliant at year end.
- f. Clerk/Treasurer report. No report.
- g. Finance Report. The Cash on Hand report as of December 31, 2012, was included in the packets. Peterson reported on amount of taxes collected since the 12/19 Board meeting.
- h. Approval of Bills. Board members reviewed the bills and signed the Town Board Approval cover sheet for check number 25607-25742 and payroll related disbursements number 2551-2580 (note: payroll check numbers 2251-2550 were erroneously skipped between December 19 and January 16).
- i. Public Concerns: none.

### **2. NEW BUSINESS**

- a. Resolution 01162013 Conditionally Approving the Plat of the Wood Ger Development. Hess noted that he wanted to make sure that the applicant (Jerry Wood) understands that the resolution includes several items that need to be resolved prior to the signing of the Final Plat. Hess stated that the Plan Commission adopted Resolution 121212 recommending conditional approval of the final plat. Hughes went through Resolution 01162013 and provided further explanation of the conditions. He noted that all documents need to be acceptable to the Town Attorney and Chair. Hughes said he will also have Anderson and Ayers review the documents. Anderson went through the list of outstanding items from her letter dated Jan 16, 2013 (attached to the Resolution). Hughes noted that item number 3 of the resolution should be revised to remove the reference to high water consumption by striking everything after the word “prepared.” Hess noted that the word “Homeowners” in item number 12 of the resolution should

be replaced with “Lot Owners” Motion: Hess/Berg to approve Resolution 01621013 with noted changes. Motion carried.

- b. Revision to the Lothe Drainage Easement. Hughes reported that Dan Lothe contacted him about removing the 20 foot strip along Templeton Terrace from the easement. Lothe also reported that the contractors who worked on the pond killed a portion of his grass and damaged a culvert in his drive. Since the project is still under warranty, Anderson will contact the contractor regarding repairs to the grass and culvert. Hughes reported that if the Board is comfortable with removing this portion of the easement they could make a motion to authorize the Chair to sign the revised easement agreement in a form that is acceptable to the Town Attorney and Engineer. Motion Berg/Searls to authorize the Chair to sign the revised easement agreement in a form that is acceptable to the Town Attorney and Engineer. Motion carried.
- c. Zeier Sanitary District pipe repair- Kurt reported that a crack in the sewer pipe was noted when Roto-Rooter televised the line. Kurt provided pictures of the pipe. He noted that he was looking for direction on how to proceed. Options include working with Mead and Hunt to determine how to repair and asking the City of Madison to repair the pipe in the same manner that they use for repairs. Anderson will have someone from Mead and Hunt look at the DVD and make a recommendation for the repair.
- d. Operator’s licenses. Motion: Searls/Berg to deny the issuance of an Operator’s License to Terry Flint due to lack of responsibility with alcohol. Motion carried.

### 3. OLD/UNFINISHED BUSINESS

- a. Update on Charlotte’s Walk Pond 2 un-named tributary (BB1) study. No update.
- b. Status of the possibility of extending/connecting Token Rd, Rebel Rd and Bull Run as requested by the City of Sun Prairie. Anderson will contact Darryl Severson at the City of Sun Prairie to discuss this item. There is a concern about traffic back ups and excess traffic on Rattman if these roads are opened.

### 4. COMMITTEE REPORTS (AS APPLICABLE)

- a. Plan Commission- met on January 9 regarding a CUP for Madison Block and Stone. Plan Commission recommended conditional approval including a \$2,000 annual road maintenance fee.
- b. ETZ Committee- met on January 3 regarding the Camping World CUP and site plan. The landscaping required by Village Ordinances was a key issue at the meeting. As a compromise, the ETZ recommended reducing the number of landscaping points required from 1,176 to 700.
- c. Events Committee- nothing to report.
- d. Parks Commission- nothing to report.
- e. Fire Commission- meeting on January 23.
- f. NECC meeting on January 28.
- g. JRTC- meeting January 21.
- h. NE FUDA- meeting February 14 at Burke Town Hall.



5. ADJOURNMENT. Motion: Searls/Hess to adjourn. Motion carried. Meeting adjourned at 7:01 p.m.

Brenda Ayers, Clerk/Treasurer  
Town of Burke  
2/15/2013

## **Town of Burke Board Meeting Minutes – February 20, 2013**

**6:00 p.m.**

Board members in attendance: Acting Chairman Hess, Supervisor Berg, Supervisor Searls and Supervisor Munson, Chairman Viney (arrived at 6:17 p.m.). Also in attendance: Brenda Ayers, Clerk/Treasurer; Ron Kurt, Public Works Lead; 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 acting Chairman Hess.
- c. The Pledge of Allegiance was recited.
- d. Public Hearing on a liquor license application submitted by Seminary Springs Tavern, LLC; Gary LaRue agent, located at 3191 Seminary Springs Road. There were no comments from the public.
- e. Public Hearing regarding a Conditional Use Permit (CUP) submitted by MSA on behalf of Madison Block and Stone for the purpose of mineral extraction and re-grading the property located at 5813 US Hwy 51 (parcel numbers 0810-084-9780-2 and 0810-084-9920-2). Jayme Anderson owner of Madison Block and Stone indicated that he is interested in extracting materials to sell to landscaping customers at his business site. He currently has materials trucked to his site to sell to customers. Linda Meinholz expressed concern about truck traffic on Acker Road and existing stormwater issues. Gerhard Pechmann, Pechmann Memorials, inquired about the affect of the operating hours on customers visiting his business. Hess noted that the only access shown on the application is via Hoepker Road and asked Anderson if he planned to use Acker Road. Anderson replied that he plans to have access on both roads. He further stated that Hoepker was shown on the plan because of the intent to re-grade the drive, not to show ingress and egress. Karl Buschmann expressed his concerns about the affect on the Cherokee Marsh Watershed, bedrock and his private well. (Viney arrived) Anderson reported that the operating hours will be from 6 a.m. to 6 p.m. Monday-Friday and from 9 a.m. to 2:00 pm. on Saturday. Pechmann noted that he is concerned about the dust control as he currently is affected by dust in the area. Pechmann also expressed concerns about the affect of increased traffic on the roads. Anderson responded that he does not feel there will be an increase in traffic since he will no longer be trucking in materials. Steve Olp inquired about the depth of the excavation and grading plan. Anderson noted that he plans to excavate to a depth of 54 feet from the existing ground and at the conclusion of the extraction he will fill the site to the elevations shown on the grading plan. Olp stated that he would like a plan for blasting notices which includes notification to the Town so the neighbors know what to expect. Searls inquired about the blasting hours. Anderson replied that the blasting hours of 8 a.m. to 5 p.m. Monday through Friday are set by the County. Hess noted that per the application, blasting will occur 3-4 times per year. Searls asked about the existing water runoff issues. Anderson said that water pools on Acker Road because of drainage issues on Highway 51. Kurt said that there have been issues with water pooling on Highway 51 which is the County's responsibility. Kurt said he has cleaned out the ditch line in the past. He

also spoke to a neighboring company about semis rutting out the ditch line. Kurt reported that Acker Road receives a lot of commercial traffic from businesses other than Madison Block and Stone. Charlie Meinholz said the majority of the pooling water comes from the Block and Stone property and the water drains fine on Highway 51 if it gets there. Tim Geoghegan, Yahara Materials, said that the applicant needs a more detailed blasting plan to include the closing of Hoepker Road and how to handle delays. Olp inquired about stormwater management. Hess said that the County will address stormwater and whether or not the installation of facilities is required. Joe DeYoung, MSA, stated the line indicating the limits of extraction will be changed to meet County requirements. Searls asked about the safety of the public on the lot when blasting occurs. Anderson said the quarry will be fenced in and they will have proper signage. Hess inquired about the traffic pattern on Acker. Anderson identified the pattern on the map. Viney said he would prefer that the neighbors receive a blasting notice 30 days in advance. Anderson noted that due to the nature of the business it would be difficult to identify a specific day of blasting 30 days in advance. Pechmann inquired about the size of the material storage piles. Anderson said they would be as big as the existing piles. Pechmann stated his concern about the increase in dust during the crushing phase. Olp suggested that the Town require the annual \$2,000 road maintenance fee per road. Charlie Meinholz expressed a concern about his well going dry.

- f. Approval of minutes from the January 16, 2013 Board meeting. Motion: Hess/Munson to approve the minutes as presented. Motion carried.
- g. Public Works report. Kurt reported that the International broke down on Highway 19 due to algae growth in the fuel tank. A significant amount of salt is being used this year and the Sun Prairie salt shed has been restocked. Members of the public noted that during the large snow storm the Town continued to maintain Hoepker hill even after the County quit plowing CV.
- h. Clerk/Treasurer report. Ayers reported that the audit was completed February 11<sup>th</sup> and 12<sup>th</sup>. No issues were noted and the report will be issued prior to the annual meeting. The Town had a 7.8 % turnout with 182 voters voting in the Primary on the 19<sup>th</sup>.
- i. Finance Report. The Profit and Loss Budget vs. Actual report as of January 31, 2013, was included in the packets. Peterson reported that she will email Cash on Hand report for January to the Board after completing the bank reconciliation.
- j. Approval of Bills. Board members reviewed the bills and signed the Town Board Approval cover sheet for check number 25743-25828 and payroll related disbursements number 2581-2614.
- k. Public Concerns: none.

## 2. NEW BUSINESS

- a. Liquor License Application submitted by Seminary Springs Tavern, LLC, Gary LaRue, Agent. Motion: Searls/Berg to grant a Liquor License to Seminary Springs Tavern, LLC as presented. Motion carried.

- b. Resolution 02202013 Conditionally Approving a Conditional Use Permit (CUP) submitted by MSA on behalf of Madison Block and Stone for the purpose of mineral extraction and re-grading the property located at 5813 US Hwy 51. Berg stated that he is concerned about the water quality in the area and the type of material that will be used to fill the quarry. He would also like to see a more definitive blasting plan. Hess stated that the Board is only considering the granting of the Conditional Use Permit. He further stated that the applicant will still need to adhere to all County, State and Federal Regulations. There is only so much the Town has the power to protect since the County has the enforcement authority. Anderson reported that he will use a professional blasting firm that will follow all guidelines. Motion: Hess/Munson to adopt Resolution 02202013 Conditionally Approving the Conditional Use Permit. Roll call: Berg- nay. Searls- nay. Viney- nay. Hess-aye. Munson-aye. Motion failed. Viney said that additional information is needed to satisfy the concerns presented at the meeting. Viney noted that he would like Anderson to develop a plan for notifying the neighbors and Town office of the blasting. Berg noted that he was concerned about water runoff and potential damage to homes. Searls noted he was concerned about water runoff and dust control. Berg also suggested that the applicant develop a more specific blasting plan.
- c. Renewal of the mowing contract. A contract for 2014-2019 with CJs Lawn and Snow Services was provided in the Board packet. The contract includes mowing in the amount of \$38,271.95, Broadleaf spraying in the amount of \$4,504.65 and Roundup application in the amount of \$2,252.33 per season. The contract also includes an increase of 2% per year. Hess noted that “plus tax” should be removed from the proposal since the Town is not subject to tax. Motion: Hess/Munson to approve the lawn contract for 2014-2019 after striking “plus tax.” Motion carried.
- d. DOT Highway 19 Bridge project. Kurt attended meetings regarding the bridge work on Highway 19 scheduled to start in August. The State no longer plans to have bypass lanes open during the construction. The identified detour route does not include Town roads however; there is a concern that traffic will direct itself on Town roads. Kurt suggested that the DOT include funds for signage on Town roads in the project. Kurt also suggested that the DOT contact businesses in the area in advance of the project to communicate the preferred detour route. Ayers suggested that the Town consider posting “no through truck traffic” signs and contracting a deputy to patrol the roads during construction. Kurt reported that there is also a push to expand Highway 19 to four lanes concurrent with the bridge project but the DOT said that it isn’t possible due to the extensive permitting process.
- e. McCoy Road maintenance. Kurt reported that Sun Prairie plans to reconstruct their portion of McCoy Road. He noted that the Town’s portion is in poor shape and recommended coordinating the repair with Sun Prairie. He suggested doing the project in 2013 in lieu of Reiner Road since the City of Madison will not be repairing their portion of Reiner until 2014. Kurt shared three options for repairing McCoy Road prepared by Lew Kollmansberger, Town Engineer. The Board was generally in favor of the “Malibu” option to pulverize and repave from the Town line to just past the farm driveway in the amount of \$69,450 plus

19% for engineering. Kurt will obtain an estimate for the ditching not included in the quote. Staff will contact the City of Sun Prairie regarding coordination of the project.

- f. Operator's licenses. Motion: Searls/Hess to issue an Operator's License to Michael Doll. Motion carried.

### 3. OLD/UNFINISHED BUSINESS

- a. Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. No update was given.
- b. Status of the possibility of extending/connecting Token Rd, Rebel Rd and Bull Run as requested by the City of Sun Prairie. Due to the logistics of connecting the road, Board members agreed that Rebel Rd should be removed from the discussion. Ayers and Anderson will meet with Daryl Severson of Sun Prairie to get more information prior to holding a public meeting. It was determined that the public information meeting is held separate from a Board meeting and that emergency personnel is also invited to attend.

### 4. COMMITTEE REPORTS (AS APPLICABLE)

- a. Plan Commission- meeting on February 27 to consider the renewal of the CUP for the Hindu temple on Burke Road.
- b. ETZ Committee- no report.
- c. Events Committee- no report.
- d. Parks Commission- no report.
- e. Fire Commission- the Fire Department Annual report was included in the packet.
- f. NECC- only issue of concern from the meeting on January 28 was that the Court Clerk had not been informed of the new deputies for Westport and Bristol.
- g. JRTC- no report.
- h. NE FUDA- met on February 14 and discussed the Community Development Plans for Madison and Sun Prairie. Will begin discussing environmental impacts at the next meeting in April.

- 5. ADJOURNMENT. Motion: Searls/Berg to adjourn. Motion carried. Meeting adjourned at 8:41 p.m.

Brenda Ayers, Clerk/Treasurer  
Town of Burke  
03/13/2013

## **Town of Burke Board Meeting Minutes – March 20, 2013**

**6:00 p.m.**

Board members in attendance: Chairman Viney, Supervisor Berg, Supervisor Searls and Supervisor Munson. Excused: Supervisor Hess. Also in attendance: Brenda Ayers, Clerk/Treasurer; Ron Kurt, Public Works Lead; Kim Peterson, Deputy Clerk/Treasurer; Chris Hughes, Town Attorney 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 Chairman Viney.
- c. The Pledge of Allegiance was recited.
- d. Public Hearing regarding a Conditional Use Permit (CUP) submitted by Jagdish Agrawal/Mandir of Madison for the purpose of renewing the existing CUP for religious uses of a Temple and Community Center on the property located at 3393 Burke Road (parcel number 0810-252-8570-0). No one spoke for or against the application.
- e. Approval of minutes from the February 20, 2013 Board meeting. Motion: Searls/Munson to approve the minutes as presented. Motion carried.
- f. Public Works report. Kurt reported that he will meet with Crackfilling Service soon to discuss 2013 projects.
- g. Clerk/Treasurer report. Ayers reported that the spring newsletter was mailed on March 19. Staff is preparing for the April 2 election.
- h. Finance Report. The Profit and Loss Budget vs. Actual report and Cash On Hand report as of February 28, 2013, and were distributed at the meeting.
- i. Approval of Bills. Board members reviewed the bills and signed the Town Board Approval cover sheet for check number 25829-25887 and payroll related disbursements number 2615-2643.
- j. Public Concerns: Members of the public expressed their concerns about not being able to speak at the Plan Commission meeting and this meeting regarding the Madison Block and Stone CUP. Attorney Hughes noted that the Town was not legally obligated to allow public input at the Plan Commission meeting. He further explained that since there have not been any significant changes to the application since the Public Hearing on February 20, the Town is not obligated to hold another hearing.

### **2. NEW BUSINESS**

- a. Resolution 03202013A Conditionally Approving a Conditional Use Permit (CUP) submitted by Jagdish Agrawal/Mandir of Madison for the purpose of renewing the existing CUP for religious uses of a Temple and Community Center on the property located at 3393 Burke Road (parcel number 0810-252-8570-0). The original CUP was approved in 2008 with a five year term limit. The only condition of approval for the new CUP in the resolution was that the CUP expires on October 27, 2036, as recommended by the Plan Commission on February 27. Berg reported that he was on the Plan Commission when the original CUP was

considered and thought that the intent was to put a five year limit on the CUP and if things went well, the term limit would be removed at the end of the five years. Since the applicants have been good neighbors and provide a benefit to the community, Berg recommended removing the expiration date of the CUP from the resolution. Attorney Hughes noted that it would be appropriate to remove the term limit in the resolution and that the only basis for a term limit is if it is significant to the application. Motion: Berg/Searls motion to approve the resolution with the removal of the term limit. Motion carried.

- b. Resolution 03202013B Conditionally Approving a Conditional Use Permit (CUP # 2228) submitted by MSA on behalf of Madison Block and Stone for the purpose of mineral extraction and re-grading the property located at 5813 US Hwy 51. The resolution included 18 conditions recommended by the Plan Commission. Berg said that he was contacted by residents in the area and one concern that has not yet been dealt with is access from Acker Road. There is concern about the visibility at the top of the hill and that the intersection at 51 and Acker is not controlled by a stop light as is the intersection of Hoepker Road. Berg asked Jayme Anderson (property owner) if there is a compelling reason to use Acker Road for access. Anderson responded that they currently use Acker Road for truck access, as do other businesses in the area. Searls inquired about the increase in truck traffic. Joe DeYoung, MSA, noted that they do not foresee an increase in truck traffic because they will be selling the stone from the quarry rather than having stone hauled in from other places. Viney said that if they currently sell only to individuals with small pick ups the increased inventory would give them the ability to sell to contractors with large trucks. Anderson said their current customers include contractors with large trucks and the 10 year life of the quarry is based on present sales quantities. DeYoung asked if the access on Acker Road is a safety concern. Berg responded yes and noted that he feels Hoepker Road has better access due to the controlled intersection. Searls noted that he shares Berg's concern and that stop lights make the intersection safer and reduce traffic for residents. Searls also acknowledged that Anderson can control how his employees access the site but it will be difficult to control the general public. Berg said he heard that most of the crushed rock is being sold to the Highway 51 project. Anderson said he does not have a contract for Highway 51 or any other WisDOT project. Searls stated that he would like to add condition number 19 to require that trucks owned operated under control of Madison Block and Stone use Hoepker Road for access to and from the property. Searls said that Jayme Anderson told him that he was willing to meet additional requirements and he asked Anderson to state those requirements. Anderson stated that the blasting plan includes a preblast inspection completed by a third party for homeowners or business owners within a certain distance as defined by the State. The owners can sign a waiver if they choose not to allow the inspection. There will also be a notification sheet for blasting notices. Interested parties within a distance defined by the State can list their name, phone number and email address to be notified 24-48 hours before the blasts. Anderson said he will

also offer third party inspection tests for wells prior to blasting to property owners. Berg noted that this has been a difficult process for everyone and he would like to see everyone to take step to restore cordiality. Jayme Anderson said that to resolve the water issues on Acker Road with the Town's approval, he will work with the Town to install additional ditching along his property at his expense. Hughes asked if the blasting plan includes the well tests. Anderson responded no. Hughes noted that if the Town is interested in enforcing the offer of well testing, they should list it as a condition of approval since it is not included in the plan. DeYoung stated that it would be preferable that the tests are offered to the property owners within the same distance as the notice requirements set by the State to be consistent. Motion: Searls/Berg to approve Resolution 03202013 with the addition of the following conditions: 19) Trucks owned, operated by and under the control of Madison Block and Stone shall use Hoepker Road for ingress and egress to and from the site (except when the Hoepker Road driveway is temporarily closed) and 20) The operator shall offer preblast well testing to adjoining property owners within the same proximity to the site as the State required blasting notices are sent. Motion carried.

- c. Discussion of the process for updating the Land Division and Subdivision Code and Erosion and Stormwater Runoff Control Ordinances and appointment of review committee members. Hughes stated that the plan was to begin working on the ordinance update this spring. Any updates to the ordinances must match the Comprehensive Plan which was required to be adopted by 2010. Section 18 of the Boundary Agreement states that the Town adopted a Comprehensive Plan on September 13, 2005. Town staff has not located the comprehensive plan. Anderson checked the DOA and County website and both reference the Town's Land Use Plan but have no information regarding the Town's adoption of a comprehensive plan. Anderson reported that a planner (Dustin Wolff) from their office is reviewing the Land Use Plan to see if it matches the smart growth requirements. Since the Town's Land Use Plan was adopted in 1999, it is unlikely that it meets the required elements. Mead and Hunt will be able to assist the Town in writing a Comprehensive Plan incorporating items from the Land Use Plan and Boundary Agreement. More information will be presented at the April Board meeting. Viney suggested that staff contact Stan Riffle (previous Town Attorney) to see if he has a copy of the comprehensive plan. Ayers has also asked MSA to check their records since they were the Town's Engineer at the time.
- d. Biennial Group Stormwater Discharge Report. The report was emailed to the Board members and a hard copy was available for review in the Town office. Motion: Berg/Munson to approve the Biennial Group Stormwater Discharge Report and to authorize AECom to submit the report. Motion carried.
- e. Dane County Ordinance Amendment 42, 2012-2013. Motion: Berg/Searls approve the ordinance amendment. Motion carried.
- f. US 51 (Stoughton Road) Corridor Study. Kurt attended a meeting on March 19 regarding the environmental impact study for the proposed



reconstruction of US Highway 51. Three alternatives are being considered for the reconstruction from Voges Road to State Highway 19. Kurt will serve on the expert panel as a representative of the Town of Burke. A preferred alternative based on input from the expert panel will be chosen in the fall.

- g. Operator's licenses. none
- h. Designating one Board meeting per month. Motion: Searls/Berg to hold Board meetings on the third Wednesday of each month. Motion carried.
- i. Set April Board meeting date. Motion Berg/Searls to hold the April Board Meeting on Tuesday, April 16, immediately following the Annual Meeting which begins at 6:00 p.m.

### 3. OLD/UNFINISHED BUSINESS

- a. McCoy Road repairs. Kurt distributed pictures of McCoy road. A revised project estimate in the amount of \$123,648 (includes ditching and design costs) and a Professional Services Acknowledgement from Mead and Hunt in the amount of \$25,800 were included in the packet. Kurt reported that the plan is to pulverize and repave from the Town line to just past the entrance to the McCoy farm. Anderson reported that they have not determined how much ditching will be required. A survey will be done once the snow melts to gather additional information. Motion: Searls/Munson to approve the Professional Services Acknowledgement in the amount of \$25,800. Motion carried.
- b. Status of the possibility of extending/connecting Token Rd and Bull Run as requested by the City of Sun Prairie. Ayers, Anderson and Kurt met with Daryl Severson and Todd Anderson of Sun Prairie. Sun Prairie does not have information regarding potential traffic counts and it is not easily obtainable. Sun Prairie plans to connect Main Street in 2014. Sun Prairie is interested in having both Token Road and Bull Run opened simultaneously. If the Town agrees, the City will take lead with the survey and design with input from Mead and Hunt. Severson indicated that it appears that the City is willing to absorb the cost of the extension. Ayers asked if the Board members wanted to schedule another meeting with City Officials to obtain additional information regarding project costs or if they wanted to schedule a public input meeting first. The Board decided to hold a public input meeting on May 1 at 6:00 p.m. and invite residents on/in: Rattman Road down to the stop lights at Hwy 19, Huntington Meadows, Bull Run, Token Road, Ledges, Gehrke's, Charlotte's, Sunburst and Sunhill.
- c. Update on the DOT Highway 19 Bridge Project. Kurt attended a public information meeting. The project is schedule to last 58 days but the DOT has included incentives to complete the project sooner. The DOT will also set money aside for monitoring roads for overweight vehicles. A website is being developed to provide daily updates on the project. Access to businesses and residences will remain open and businesses will be allowed to put up signs noting that customers can access their site.
- d. Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. No update.

4. COMMITTEE REPORTS (AS APPLICABLE)

- a. Plan Commission- met February 27 to consider the CUP for the Temple on Burke Road and to recommend further conditions for the CUP requested by Madison Block and Stone due to input received at the public hearing.
- b. ETZ Committee- no report.
- c. Events Committee- Easter Egg hunt is Saturday, March 23. Arbor Day will be on April 27 and includes a tree dedication in honor of Bert Wilson.
- d. Parks Commission- no report.
- e. Fire Commission- Searls and Ayers are exploring options for service for 2014 and beyond.
- f. NECC- Next meeting is April 29.
- g. JRTC- the part-time tourism administrator resigned. Ayers is assisting in the hiring process to fill the position.
- h. NE FUDA- next meeting is April 16.

5. ADJOURNMENT. Motion: Berg/Munson to adjourn. Motion carried. Meeting adjourned at 7:57 p.m.

Brenda Ayers, Clerk/Treasurer  
Town of Burke  
04/11/2013

**Town of Burke Board Meeting Minutes – April 16, 2013**  
**Immediately following the Annual Meeting which began at 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 Lead; Kim Peterson, Deputy Clerk/Treasurer; Dave Schleicher, Public Works Patrolman; Anne Anderson and Dustin Wolff, 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 6:25 p.m. by Chairman Viney.
- c. The Pledge of Allegiance was recited.
- d. Approval of minutes from the March 20, 2013 Board meeting. Motion: Searls/Berg to approve the minutes as presented. Motion carried.
- e. Public Works report. Kurt reported that the first round of brush collection started this week. Due to the late snow melt, staff has not been able to complete roadside clean up and he hopes to complete it before the grass gets long. Salt usage for the 2012-13 season was 541 tons. Arbor Day is April 27 and due to the weather Kurt recommended that the presentation of the tree and plaque to Bert Wilson be held inside the Town Hall. Kurt worked with a representative from Scott Brothers for estimates on chip sealing Town roads.
- f. Clerk/Treasurer report. No report.
- g. Finance Report. The Profit and Loss Budget vs. Actual and Cash On Hand reports as of March 31, 2013, and were distributed at the meeting.
- h. Approval of Bills. Board members reviewed the bills and signed the Town Board Approval cover sheet for check number 25888-25946 and payroll related disbursements number 2644-2671.
- i. Public Concerns: Schleicher inquired about budget funds for washed out areas on the park trails at the Town Hall.  
Jeff Teuscher, Dane County Deputy, introduced himself as the new Field Services Captain. He reported that he switched positions with Captain Anhalt. Viney told Captain Teuscher that the Town would like assistance with monitoring trucks exceeding the weight limit on Town roads during the Highway 19 bridge repairs.

**2. NEW BUSINESS**

- a. Scope of Services for creating the Comprehensive Plan and appointment of review committee members. Anderson introduced, Dustin Wolff Planner from Mead and Hunt. Wolff explained that he has been a planner for 15 years for both small and large communities. He is familiar with the Boundary Agreement and surrounding community plans for the Town of Burke and intends to build off those plans, not recreate the wheel in preparing the Comprehensive Plan. He explained the process of creating a plan. A Professional Services Agreement, project schedule and scope

were included in the packet. Hess said he is in favor of a minimal plan to meet the basic requirements and is not in favor of the option for the open house. Viney asked how the cost for the project was determined. Anderson answered by the hour and noted that as a thank you for being such a great client, they lowered the price. Motion: Hess/Berg to authorize Viney to sign the Professional Services Acknowledgement with Mead & Hunt for the Comprehensive "Smart Growth Plan" without the open house option in the amount of \$16,285. Motion carried. Viney appointed Berg and Hess to the review committee.

- b. Town road improvements required by the City of Madison for the UWHC at The American Center Project. Ayers explained that the new hospital is being built in the City of Madison at the corner of Portage and Eastpark. In order to have the helipad, the hospital applied for a Conditional Use Permit. The conditions of the CUP included installing a right turn lane at the corner of Hoepker and Portage in the Town of Burke which could require acquisition of right-of-way in the Town of Burke. Ayers, Anderson and Kurt met with Findorff and UW Hospital representatives on April 12 to discuss the work in the Town. Anderson reported that the City requested the turn lane at Hoepker and Portage based on a traffic impact study. In looking at the study, Anderson said the anticipated traffic increase is 16%, not 5% as reported at the meeting. Anderson said in addition to the turn lane at Hoepker, the City is requiring a turn lane at the Portage Road service drive with 190 employee parking stalls which would require acquisition of right-of-way from the Livingstones of Jesus property (currently a residence for Nuns). The Board suggested that the City should lead the effort in the property acquisition. Ayers will work with the City of Madison to negotiate a possible road maintenance trade off for the improvements.
- c. Request to Rescind Attachment and Attachment Petition submitted by Mart Enterprises (parcel #0810-122-9681-0). Ayers reported that the rescission request for the petition submitted by Mart Enterprises in November of 2012 to attach 3.175 acres of their property to the City of Sun Prairie and the new attachment petition for 8.093 acres (to include the full width of Thompson Road) were presented to the Town because it was discovered that additional land is required to accommodate the substation scheduled to be built on the property. Ayers further reported that based on the Boundary Agreement, the Town Attorney has determined that the attachment approved in 2012 is valid and cannot be rescinded. Ayers is working with the City to have the new attachment petition revised to include only the difference between the 3.175 and 8.093 acres. The Board indicated that they did not oppose the attachment of the full width of Thompson Road since the City is currently responsible for its maintenance.
- d. Operator's licenses. Motion: Searls/Berg to approve the issuance of an Operator's License to Jenna Day. Motion carried.

### 3. OLD/UNFINISHED BUSINESS

- a. McCoy Road repairs. Ayers reported that the Town Attorney has advised that the project is eligible to be assessed back to the affected property owners. Ayers further explained that it is a good project for special assessments because improvements solely benefit the properties on the road. Ayers recommended assessing 50% of the eligible costs back to the property owners. As suggested by the attorney, Ayers will contact the property owners regarding signing an agreement to share costs with the Town. Anderson explained that at 50% \$28,000 of the project costs would be assessed to the property owners.
- b. Status of the possibility of extending/connecting Token Rd and Bull Run as requested by the City of Sun Prairie. No update.
- c. Update on the US 51 (Stoughton Road) Corridor Study. Kurt reported that he is on the expert panel representing the interests of the Town. A final decision on which option to pursue will not be made until August. Depending on which option is chosen, the Town might not be impacted for another 15-20 years.
- d. Update on the DOT Highway 19 Bridge Project. Nothing new to report.
- e. Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. No update was given.

### 4. COMMITTEE REPORTS (AS APPLICABLE)

- a. Plan Commission- meeting on April 24 to consider a CSM and Rezone Petition submitted by Merlin Stegmann. The Dane County ZLR Committee tabled action on the Madison Block and Stone CUP until the next meeting so county staff will have time to prepare a basis for denial. Ayers will draft a letter from Viney to the Chair of the ZLR asking for reconsideration of the denial.
- b. ETZ Committee- Mike Centinario resigned from his position with the Village of DeForest. His replacement is Rachel Holloway.
- c. Events Committee- the Easter Egg Hunt was held on March 23. Arbor Day will be held on April 27.
- d. Parks Commission- Berg met with Toy Bruno regarding the goals of the Commission and spoke with a resident in the Ledges regarding money for park improvements. Searls reported that he was asked to represent the Town at an Eagle Scout presentation on May 11.
- e. Fire Commission- Searls met with Chief Strauss and one of his lieutenants as requested by the Chief regarding the fire contract. Searls and Ayers met with Mike Wolf and Chief Linzmeier from Blooming Grove regarding the potential of obtaining fire services from Blooming Grove in 2014 and beyond. The Blooming Grove Town Board will consider pursuing the option at their May meeting.
- f. NECC- next meeting is April 29.
- g. DATC- the new Administrator started April 15.
- h. NE FUDA- met earlier in the day to review the Madison and Sun Prairie Environmental Condition reports.

5. ADJOURNMENT. Motion: Hess/Searls to adjourn. Motion carried. Meeting adjourned at 7:49 p.m.

Brenda Ayers, Clerk/Treasurer  
Town of Burke  
05/10/2013

MINUTES  
ANNUAL MEETING  
APRIL 16, 2013  
6:00 P.M.

Board members present: Viney, Berg, Hess, Munson and Searls. Staff present: Brenda Ayers, Clerk/Treasurer; Ron Kurt, Public Works Lead; Kim Peterson, Deputy Clerk/Treasurer; Dave Schleicher, Public Works Patrolman. See attached list for others present.

1. Chairman Viney called the meeting to order at 6:00 p.m.
2. The Pledge of Allegiance was recited.
3. Swearing in of new officers. Ayers swore Viney, Searls and Berg into office.
4. Presentation by Dane County Sheriff's Department. Deputy John Nelson distributed a handout to the Board and gave a presentation on the calls for service in 2012. The new Field Services Captain is Jeff Teuscher. Hess inquired about overweight vehicle enforcement. Nelson explained that there is only one person on staff that is certified for weight limits. Nelson also indicated that deputies spend extra time monitoring construction areas between calls.
5. Approval of minutes from the 2012 annual meeting. Motion: Hess/Berg to approve the minutes from April 10, 2012. Motion carried.
6. Presentation of Financial Report/Budget Review. Ayers provided the 2012 Profit and Loss Budget vs. Actual report. Ayers reported on the 2012 surplus.
7. Fire Department Report. The 2012 carryover for all three Towns (Burke, Sun Prairie and Bristol) the total township budget in 2012 was \$155,278.80. The Sun Prairie Volunteer Fire Department responded to 809 calls last year and 108 of those were in Burke. The Fire Inspector performed more than 473 inspections during the year with no outstanding violations at the end of the year.
8. EMS Report. The total calls for service in 2012 was 527 and 277 of the calls were in Burke. There are currently 57 members of the Blooming Grove Fire Department, the majority of whom are EMTs or paramedics. Employees are scheduled to provide at least one paramedic on the ambulance at all times.
9. Building Inspector's Report. A written report was provided. Of the 163 permits issued in 2012, 3 were for new single family homes.
10. Set next year's annual meeting date, time, and place. Next year's meeting will be held Tuesday, April 15, 2014, 6:00 p.m. at the Town Hall.
11. Adjournment. Motion: Hess /Munson to adjourn. Motion carried. Meeting adjourned at 6:25 p.m.

Brenda Ayers  
Clerk/Treasurer  
4/19/2013

**Town of Burke Board Meeting Minutes – May 15, 2013**  
**Immediately following the Board of Review meeting to adjourn**  
**Which began at 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 Lead; 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 6:03 p.m. by Chairman Viney.
- c. The Pledge of Allegiance was recited.
- d. Public hearing regarding a Certified Survey Map (CSM) and rezone application submitted by Merlin Stegmann for the purpose of dividing the existing lot zoned for a four unit building to two duplex lots on the property located at the corner of Daentl and Danielle Roads (parcel number 0810-054-4322-2). Mr. Stegmann addressed the board indicating that a single family home could also be built on the lot.
- e. Approval of minutes from the April 16, 2013 Board meeting. Motion: Hess /Munson to approve the minutes as presented. Motion carried.
- f. Public Works report. Kurt reported the Peterbilt had a rust hole in the box and was being repaired. He and Ayers met Monday with new City of Madison representatives for road maintenance agreements. No issues. He also talked with Tony Barlow, City Street Supervisor about Felland/Hoepker road areas in need of repair in the future and will look into further. Kurt asked the board if he could compile a list of roads for seal coating and other maintenance or if he needed to get engineering input. Board members advised Kurt to make the recommendations on his own and identify the roads. Kurt also met with Don Tierney in regards to the road shoulder work in Charlottes Walk. Tierney advised it will be finished up in a couple of weeks. Saturday, May 18<sup>th</sup>, Spring Cleanup 8a.m. to noon.
- g. Clerk/Treasurer report. Ayers advised the board there has been interest shown in the Rain Garden subdivision. Also added to Kurt's report that Tony Barlow will be the contact at the city for town staff.
- h. Finance Report. The Cash On Hand report as of April 30, 2013, was in the packet and the Profit and Loss Budget vs. Actual was distributed at the meeting.



- i. Approval of Bills. Board members reviewed the bills and signed the Town Board Approval cover sheet for check number 25947-25989 and payroll related disbursements number 2672-2701.
- j. Public Concerns: Carrie Amacher was concerned about the very large pothole in the road by the TA Truck stop on Daentl. Kurt indicated that the owner of the Truck stop is aware and will have it fixed this summer.

2. NEW BUSINESS

- a. Resolution 05152013A Approving the CSM and Rezone submitted by Merlin Stegmann. Plan Commission approved. Stegmann stated he felt the change will be more conducive to fit the neighborhood. Hess/Berg to approve Resolution 05152013A to approve Stegmann CSM and Rezone. Motion carried.
- b. Wolf Paving plans to relocate the Nelson Road driveway. Morgan Japuntich of Wolf paving presented plans to move Nelson road driveway 600ft to the east. Anderson asked about queing at the current entrance near railroad tracks. Japuntich stated moving from the current location would make it easier to enter and help alleviate some of the slowing and congestion making it safer. Viney asked about expanding the width. Kurt advised Japuntich to come to the board for variance on the driveway as they would expand the width to 40ft. Hess asked why they did not do this drive at the same time as the driveway on Reiner. Japuntich said no plans for the Nelson Road driveway were considered at the time. Viney asked if the driveway on Reiner would be removed. Japuntich indicated that trucks will enter off Nelson and exit onto Reiner. Hess asked about grade of driveway. Japuntich indicated there is a fiber optic line 6 inches below current grade. Hess advised Japuntich to submit a traffic and road repair plan in writing with the application. The board is in favor of proposed changes and Kurt may issue the permit.
- c. Comprehensive Plan Public Participation Plan and Resolution 05152013B approving the Public Participation Plan. Anderson indicated minimal work, will use what is already in place from Boundary agreement. All information is open to the public and will be updated on website. Motion: Hess/Berg to approve Resolution 05152013B for the Comprehensive Public Participation Plan. Motion carried.
- d. Request for an easement on the park on Steven Drive submitted by WP&L. Brian Cooke representing WP & L stated they would like a 15 foot wide easement for underground electric located on the south side of the Token Creek Park Property. Hess asked why they would need 15 feet in the existing ditch when work could be done within 5 feet. Cooke responded that it could be done within 5 feet. Motion: Hess/Searls approved Steven Drive easement

with the condition that cables be installed on the southwesterly 5 feet of the 15-foot wide easement. Motion carried.

- e. Options for regulating heavy truck traffic on Town roads. Kurt reported that Madison Crushing is currently hauling from the Walmart remodel project, making for more truck traffic on Nelson and Reiner roads. Approximately 300 trucks running daily. He also contacted State Patrol to monitor loads for exceeding weight limit. Reiner and Nelson are truck route roads. State Patrol advised Kurt to possibly reclassify the road to Class B road. Ayers and Kurt researched Class B option however Ziegler would be exempt as he is allowed access to conduct business. Kurt did however ask Ziegler to take an alternate route to try and save on wear and tear. Ziegler complied with the new route given by Kurt. Future alternatives need to be looked at. Searls suggested having State Patrol come periodically to monitor weight limits. Hess suggested new weight limit postings. Ayers suggested meeting with business owners. Hess advised Kurt to get options.
- f. Resolution 05152013C Attachment Petition submitted by Mart Enterprises (parcel #0810-122-9681-0) Ayers indicated the acreage was corrected for road right of way. Motion: Hess/Searls to approve Resolution 05152013C Attachment Petition for Mart Enterprises (parcel #0810-122-9681-0). Motion carried.
- g. Ordinance 05152013 Regarding Operator's License Fee and Provisional. Ayers requested a \$10.00 increase for fees due to Department of Justice costs for background checks. Fee amount \$35.00 for "new" Operator and Provisional license. Renewal license \$25.00. Motion: Hess/Searls approved Ordinance 05152013 Operator License and Provisional Fee increase. Motion carried.
- h. Larry Lane neighborhood nuisance issues. Ayers received a complaint last fall regarding a resident on Larry Lane. More complaints were received this spring. Concerns pertain to trash, the number of people living in the residence along with the number of dogs. Ayers sent a letter to the resident pertaining to the dog licensing ordinance. She has also been in contact with Deputy John Nelson, Dane County Public Health and Dane County Zoning. Deputy Nelson has indicated there is not a lot that can be done by their agency. According to zoning there is no regulation on the number of people that may live in the residence. Department of Public Health has indicated it is not a sanitary concern because the home is on city sewer. The town can follow up on the dog licensing.
- i. Operator's licenses Approval of Jessica A. Lallemon. Motion: Searls/Berg grant operator license for Jessica A. Lallemon. Motion carried.

### 3. OLD/UNFINISHED BUSINESS

- a. McCoy Road repairs. Anderson received the bidding amounts today, however they are not verified. Badgerland Excavating was the lowest at \$90,284.80. She will coordinate with Sun Prairie since the board meeting for the Town of Burke is not until June 19<sup>th</sup>. A meeting date yet to be determined.
- b. Status of the possibility of extending/connecting Token Rd and Bull Run as requested by the City of Sun Prairie. Ayers reported 394 postcards sent to conduct an online survey. 124 completed the survey. Of those who responded 64.23%-NO; 35.77% YES. 82.5% still answered NO to the emergency services question. Many believe there is not issue for emergency services. Written comments against, include concern with increased traffic and speeding through on the narrow roads. Of those in favor, comments include alleviation of heavy Hwy 19 traffic. All those that responded 74.8% would attend a public meeting. County Supervisor Dave Wiganowsky contacted Clerk Ayers indicating people in the neighborhood directly affected would be circulating a petition. Searls requested a public hearing to be held for more fact finding. He advised Clerk Ayers to invite emergency services, fire, ems and policing. Meeting date set for June 26, from 6pm to 8pm. Postcards will be sent to residents who indicated from the online survey that they would attend a meeting.
- c. Town road improvements required by the City of Madison for the UWHC at The American Center Project. Ayers and Kurt met with Tim Parks and Janet Dailey from City of Madison. Madison representatives advised of possible closing of Hanson Road via request from Dane County Regional Airport. City of Madison only has sanitary issues. Asking Madison to install and maintain is practical. Done without additional right of way. Developer would do leg work to get additional land, etc. Addendum added to include the Town. Recommend give staff permission to work with hospital. Any costs incurred to be incorporated.
- d. Update on the US 51 (Stoughton Road) Corridor Study. No update.
- e. Update on the DOT Highway 19 Bridge Project. Kurt reported still slated to close at the end of July.
- f. Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. No update.

### 4. COMMITTEE REPORTS (AS APPLICABLE)

- a. Plan Commission-Ayers reported that Debbie Duckart will be coming back to the June 12 meeting for revisions to her previous approved CSM due to a revision by the City of Madsion to a plat.
  - b. ETZ Committee-Meeting May 30<sup>th</sup>
  - c. Events Committee-Munson reported the dedication for Bert Wilson will be held June 19, 2013 at 5:30
  - d. Parks Commission- Berg reported he spoke with Jerry Simon of Rattman Heights neighborhood and a resident in the Broken Bow subdivision was requesting a pitcher mound in the park. He will also be meeting with Ayers.
  - e. Fire Commission-Searls reported that the City of Sun Prairie will be forming their own Fire and EMS. It will be staffed with full and part-time people. Friday May 10<sup>th</sup> Searls and Ayers were asked to attend a meeting with Town of Sun Prairie, Town of Bristol and Sun Prairie Volunteer Fire personnel to explore options for future. Currently waiting for a bid from the City of Sun Prairie. Meeting with Blooming Grove on May 21, 2013. Searls is meeting with Town of Bristol and Town of Sun Prairie on June 7<sup>th</sup> 2013.
  - f. NECC-Hess reported ticket payment amounts are down. At the next meeting the commission will talk with Judge Sieg regarding warrants.
  - g. DATC-Ayers reported a person was hired and quit within two days. New interviews are being conducted and the rehiring process has begun.
  - h. NE FUDA-Meeting in June
  - i. Comprehensive Plan-Steering Committee to meet June 4<sup>th</sup> 5:30.
5. ADJOURNMENT. Motion: Hess/Searls to adjourn. Motion carried. Meeting adjourned at 8:16 p.m.

Kim Peterson, Deputy Clerk/Treasurer  
Town of Burke  
6/4/2013

## **Town of Burke Board Meeting Minutes –June 5, 2013**

**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 Lead; 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 Chairman Viney.
- c. The Pledge of Allegiance was recited.
- d. Public Concerns: None.

### **2. NEW BUSINESS**

- a. Award bid for the McCoy Road project. This project was bid with the City of Sun Prairie's Sunfield Street and McCoy Road. The Town engineer provided the specs for Sun Prairie to include in the bid documents. The bid tab provided and reviewed by the City of Sun Prairie was distributed to the Board members. Anderson reported that the apparent low bid on the project was submitted by Badgerland Excavating. The engineer estimate for the Town's portion was \$117,000 (including two contingencies for culvert replacement) and Badgerland's bid was for \$90,284.80. Anderson reported that Lumber Liquidator's was agreeable to the culvert replacement and reimbursement agreement, however Ayers was able to confirm Chase Lumber's decision regarding the culvert replacement prior to the meeting. Viney inquired if the culvert and endwall size on the Chase Culvert work (contingency items 2.03 and 2.04) were correct. Anderson replied that they are incorrect and should be 18" not 8". Motion: Hess/Searls to award the bid to Badgerland Excavating and to only include the contingency item for Chase Lumber Culvert only if the property owner agrees to the cost sharing agreement. If the contingency item is included, the size on items 2.03 and 2.04 should be revised and a change order submitted. Motion carried. (UPDATE: after the meeting adjourned Anderson reported to Ayers and Kurt that the culvert size is 8 inch as in the specs. There is no room for a larger culvert so the existing 8" will be replaced with another 8").
- b. 2013 road maintenance estimates. Kurt reported distributed a product sample and an estimate from Struck and Irwin for slurry seal. Option 1 of the estimate is for Danielle Road only in the amount of \$5,901.95. Option 2 includes Danielle, Dovetail Drive and Express Circle in the amount of \$13,606.20. Kurt reported that these roads are good candidates for this product because they are less travelled. Struck and Irwin will seal one lane at a time because traffic will need to be kept off the sealed road for six hours. Struck and Irwin will work with the businesses in these areas to coordinate traffic and parking. Motion: Hess/Searls to approve the agreement with Struck and Irwin for Option 2 in the amount of \$13,606.20. Motion carried.

Kurt reported that he received estimates for asphaltic chip seal on Reiner Road, Sandy Lee Lane and Maly Road and because the amount is over \$25,000, it will need to go out for bids. A Class II notice will be placed in the newspaper to solicit bids. Kurt stated that he recommends the use of Portage Bottom Ash Slag. He noted that Scott Construction has the exclusive rights to this product. Hess expressed his concerns over the lack of quantities in the estimate provided by Kurt and the exclusivity of the material used resulting in a lack of comparable bids. Kurt will work with Anderson to prepare the bid specs.

3. ADJOURNMENT. Motion: Viney/Searls to adjourn. Motion carried. Meeting adjourned at 6:24 p.m.

Brenda Ayers, Clerk/Treasurer  
Town of Burke  
06/10/2013

**Town of Burke Board Meeting Minutes-June 19, 2013**  
**Immediately following the board of Review Meeting to adjourn**  
**Which began at 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 Lead; and Kim Peterson, Deputy Clerk/Treasurer. See attached list for other interested parties in attendance.

**ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

**1) ADMINISTRATIVE**

- a) Determination that a quorum is present and that the meeting was properly posted
- b) The Meeting was called to order at 6:04 by Chairman Viney.
- c) The Pledge of Allegiance was recited.
- d) Public Hearing on liquor license renewals. No public comment.
- e) Approval of minutes from the May 15, and June 5, 2013, Board meetings.  
Motion: Hess/Munson to approve the minutes as presented. Motion carried.
- f) Public Works report. Kurt reported weed control has been done. Staff is working on ditch mowing and it is going well. Will have shouldering done in the next few weeks. Two bid packets for 2013 chip sealing have been picked up.
- g) Clerk/Treasurer report. Ayers reported the Public Information Meeting will be held June 26, 2013 from 6pm to 8pm regarding Bull Run and Token Road connection. Next Board meeting is July 17, 2013.
- h) Finance Report. The Cash On Hand report as of May 31, 2013 provided in packet. Profit and Loss Budget vs. Actual as of May 31, 2013 was distributed at the meeting.
- i) Approval of Bills. Board members reviewed the bills and signed the Town Board Approval cover sheet for check numbers 25990-26045 and payroll related disbursements numbered 2702-2736.
- j) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. Ayers shared letter from Charlie Meinholz asking the town to consider sending public hearing notices within a one mile radius. Ayers noted the ordinance would be revised next year and will be taken into consideration. A letter will be sent to Mr. Meinholz thanking him for his suggestion.

**2) NEW BUSINESS**

- a) Renewal of Liquor, Cigarette and Operator's licenses. Searls expressed concern that in the past establishments self-reported the total number of machines but not a list of the types of machine. Ayers reported that in general the ordinance states that permits are issued only for food, candy, beverage and penny candy dispensing machines. Searls is concerned that without the listing, it might appear that the Town is inadvertently issuing permits for items that are not permissible by law. Ayers will do more research and contact Deputy Nelson to get more clarification in regards to the machines. Searls also concerned with the number and types of calls to Seminary Springs Tavern, LLC. Berg asked how long licenses are good for. Ayers advised from July 1 of current year to June 30 of the next year. Searls instructed Ayers/Peterson to send a letter indicating that Seminary Springs will be on notice and that if the police calls to the establishment

were not reduced they will be in jeopardy of losing their renewal for 2014.

Motion: Searls/Munson to approve Liquor, Cigarette and Operator's licenses but not vending permits pending further clarification and to authorize staff to contact Deputy Nelson regarding calls to Seminary Springs Tavern. Motion carried.

- b) Request from the VFW for temporary Class B permit a Car Show on August 24, 2013. Tim Meehan representing the VFW Car Show advised the board that the there are no changes to the event set up however in an effort for the event to be more profitable to the organizations they donate to they would like to have the security to be provided by Dane County Sheriff Department withdrawn from the permit. Meehan noted that the deputies will not as part of their duties do identification checks but are there in the case of a disturbance. Meehan also stated it is not an alcohol driven event. Hess informed Meehan of past history with the VFW and the problems that led to stricter rules. Searls asked what security company would they use if needed. Meehan responded that JBM Security is who Deputy Nelson indicated does a good job. Ayers informed Meehan that they will need to apply for the permit process every year. Munson added it is a grown up situation and big fund raiser and she doesn't feel security would be needed. Meehan indicated drinking is located in the garden only. Berg asked about licensing staff. Meehan stated that VFW staff is licensed. Motion: Hess/Berg to approve the VFW temporary Class B permit for the Car Show on August 24, 2013 excluding any security measures as required in the past. Motion carried.
- c) Request from the Token Creek Lions to close Portage Road (intersection of Rattman to Hwy 19) from 10 a.m. to 4 p.m. on July 4<sup>th</sup> for their annual event. Motion: Hess/Berg to approve closure of Portage Road (intersection of Rattman to Hwy 19) for annual event. Motion carried.
- d) Intergovernmental Agreement with the City of Sun Prairie for Cost Reimbursements for the McCoy Road project. Ayers reported City of Sun Prairie attorney drafted agreement. Ayers, the Town Engineer and the Town Attorney reviewed the agreement and made suggested changes. Ayers asked permission for her, the Town Attorney and Engineer to negotiate the terms of the final agreement with the City. Motion: Hess/Berg to authorize Ayers, the Town Attorney and to Engineer to negotiate the Intergovernmental Agreement for the McCoy Road project. Motion carried.
- e) Cost sharing agreement with McCoy Road property owners. The agreement was not ready for review. Board members agreed to the 10 year repayment and 2% interest provision recommended by Ayers. It was also agreed that the agreement would include language to defer the assessment for the McCoy farm until it is developed or annexed to the city.
- f) Resolution 06192013 Approving the Submittal of the 2012 Compliance Maintenance Report (CMAR) Motion: Hess/Munson to approve Resolution 06192013 approving the 2012 Compliance Maintenance Report (CMAR) Motion carried.
- g) 2012 Audit. Motion: Searls/Hess to approve 2012 Audit as presented. Motion carried.

### 3) OLD/UNFINISHED BUSINESS

- a) Options for regulating truck traffic. Hess reported he and Kurt met with Town Attorney Chris Hughes on June 14, 2013. They organized a plan. The 1<sup>st</sup> phase is to provide a street map of roads with heavy use to Hughes. Phase 2 is to have Hughes investigate possibility of petitioning Dane County to take over. Hess noted the need to protect town roads until annexation take place. Hughes will also

Deleted:



investigate and evaluate fees based on number of trips and come up with a permit and fee schedule. Hess wants it to get it done this year.

- b) Update on the McCoy Road project. Nothing to update.
- c) Status of the possibility of extending/connecting Token Rd and Bull Run as requested by the City of Sun Prairie. Ayers asked for direction on how the meeting should be run. Berg noted no action will be taken, no positions will be taken.
- d) Update on Town road improvements required by the City of Madison for the UWHC at The American Center Project. A copy of the letter drafted by Anderson was in packet. Ayers, Anderson and Kurt will meet with Findorff on June 25<sup>th</sup>. Ayers is working with the City of Madison to include the town in their Developer Agreement.
- e) Update on the US 51 (Stoughton Road) Corridor Study. Nothing to update.
- f) Update on the DOT Highway 19 Bridge Project Kurt stated he met with Community Deputy Nelson and discussed the future closure. Kurt concerned about additional traffic on Hoepker and Portage roads. Kurt asked if deputies could keep an eye on speeding and truck traffic. Kurt indicated DOT will have updates regarding the status of construction on their website.
- g) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. Nothing to update.

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

- a) Plan Commission. Hess reported no quorum on June 12th because of storm. Next meeting July 10, 2013.
- b) ETZ Committee. Berg reported they met with Rachel Holloway the new Planning and Zoning Administrator for the Village of Deforest. They also acted on Stegmann rezone. Also talked about delegating items to an ETZ committee so that some items would not have to go to Plan Commission or the Board.
- c) Events Committee. Munson reported that the Bert Wilson tree dedication held prior the Board meeting went very well.
- d) Parks Commission. Berg reported they met and went through 3 of the 5 parks. Also noted they will have a submittal process for the neighborhoods for approval before any work or changes are made. Burke Conservancy has a walking path, dedicated to property owners.
- e) Fire Commission. Searls reported he and Ayers met with Sun Prairie Volunteer Fire and are waiting for a proposal. Also still waiting for figures from City of Sun Prairie.
- f) NECC. Hess reported next the meeting July 22, 2013.
- g) DATC. Ayers reported they are still in the hiring process.
- h) NE FUDA. Ayers reported that they met on June 18, 2013 and talked about environment preservation.
- i) Comprehensive Plan Steering Committee. Hess reported they reviewed surveys and results and have established 4 more meeting dates into August. Dustin Wolff, Planner with Mead and Hunt, is very open to input and nice to work with.

#### 5) ADJOURNMENT Motion: Munson/Searls to adjourn. Motion carried. Meeting adjourned at 7:09 p.m.

**TOWN OF BURKE**

5365 Reiner Road

Madison, WI 53718

The Town Board of the Town of Burke will hold a Public Meeting

Wednesday, July 17, 2013, at 6:00 p.m.

at the Town Hall, 5365 Reiner Rd., Madison WI 53718

**ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

**1) ADMINISTRATIVE**

- a) Determination that a quorum is present and that the meeting was properly posted
- b) Call to Order
- c) Pledge of Allegiance
- d) Approval of minutes from the June 19, 2013, Board meeting
- e) Public Works report
- f) Clerk/Treasurer report
- g) Finance Report
- h) Approval of Bills
- i) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item

**2) NEW BUSINESS**

- a) Make a decision on whether or not to further pursue the possibility of extending/connecting Token Rd and Bull Run as requested by the City of Sun Prairie
- b) Open and possibly award bids on the 2013 Chip Seal Project
- c) Request for reimbursement of a portion of tree removal expenses on Dovetail Drive submitted by Liz Carley
- d) Intergovernmental Agreement with Dane County for purchase of new election equipment and software
- e) Operator's Licenses

**3) OLD/UNFINISHED BUSINESS**

- a) Intergovernmental Agreement with the City of Sun Prairie for Cost Reimbursements for the McCoy Road project
- b) Cost sharing agreement with McCoy Road property owners
- c) Update on the McCoy Road project
- d) Update on the US 51 (Stoughton Road) Corridor Study
- e) Update on the DOT Highway 19 Bridge Project
- f) Update on Town road improvements required by the City of Madison for the UWHC at The American Center Project
- g) Update on options for regulating truck traffic
- h) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study

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

- a) Plan Commission
- b) ETZ Committee
- c) Events Committee
- d) Parks Commission
- e) Fire Commission
- f) NECC
- g) DATC
- h) NE FUDA
- i) Comprehensive Plan Steering Committee

#### 5) ADJOURNMENT

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above meeting, other than the governmental body specifically referred to in this notice. Any person who has a qualifying disability as defined by the American with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the clerk at 825-8420, 5365 Reiner Road, Madison, WI 53718, at least 24 hours prior to the meeting so the necessary arrangements can be made to accommodate each request.

By: Brenda Ayers, Clerk/Treasurer Certified posting: July 11, 2013

**Town of Burke Board Meeting Minutes-August 21, 2013**  
**6:00 p.m.**

Board members in attendance: Chairman Viney, Supervisor Berg, Supervisor Hess, Supervisor, and Supervisor Searls. Excused: Supervisor Munson. Also in attendance: Brenda Ayers, Clerk/Treasurer; Ron Kurt, Public Works Lead; and Chris Hughes, Town Attorney. See attached list for other interested parties in attendance.

**ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

**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) Public Hearing regarding a Certified Survey Map (CSM) and rezone application submitted by Duncan Campbell for the purpose of expanding two lots and creating a lot for a house to be built for a family member. Properties located at 4908, 4930 and 4934 Felland Rd, Madison (parcel numbers 0810-351-9000-1, 0810-351-9161-7 and 0810-351-9061-8). No comments or questions were received from the public.
- e) Public Hearing regarding a rezone application submitted by Deborah Duckart for the purpose of reflecting the actual use of the property and making the sale of the properties easier. Property located at 3311, 3313 and 3315 Nelson Road (parcel numbers 0810-243-8000-4 and 0810-243-8030-8). No comments or questions were received from the public.
- f) Public Hearing regarding Town Board reconsideration of denial of the application of Charles T. Graham to serve fermented malt beverages and intoxicating liquors. Charles Graham reported that he has been bartending since 1999 and never had any incidents in a bar. His experience in serving alcohol includes bartending at a family restaurant which is currently closed, Rocky's on Regent and the Keg. A letter from his boss at Rocky's was submitted into evidence. Viney noted that he is able to serve alcohol without a license under supervision of a licensed server. Searls inquired about his probation. Graham responded that it ended two or three years ago. Maggie Premo, representing Graham, presented written legal argument on behalf of Charles Graham.
- g) Approval of minutes from the July 17, 2013, Board meeting. Motion: Hess/Berg to approve the minutes as presented. Motion carried.
- h) Public Works report. Kurt reported that staff finished the August round of chipping the previous week. The chip sealing on Reiner Road, Maly Road and Sandy Lee Lane is complete as is the slurry sealing on Danielle Road, Express Circle and Dovetail Drive. Kurt is looking into water drainage issues on Felland Road and one on Doug Vesling's property. He is waiting for a response from Dane County Land Conservation regarding the Felland Road issue and will have Anderson look at the other. On the 19<sup>th</sup> Kurt attended a WISLR/PASER class and received information to help with the ratings due this year.
- i) Clerk/Treasurer report. Ayers reported that Peterson will return from her medical leave on September 3. She also reported on an inquiry from a non-resident for permission to

trap muskrat from the detention pond near Pepsi Way. It was the consensus of the Board to deny the request to trap muskrat on Town property.

- j) Finance Report. The Profit and Loss to Actual report as of July 31, 2013 was in the packet.
- k) Approval of Bills. Board members reviewed the bills and signed the Town Board Approval cover sheet for check number 26075-26155 and payroll related disbursements number 2761-2799.
- l) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. None.

## 2) NEW BUSINESS

- a) Resolution 08212013A Approving the Certified Survey Map (CSM) and rezone application submitted by Duncan Campbell. Campbell said he would like to create a lot for his daughter and son-in-law to build a house and he would like to add the additional acreage to the kennel and home site to create an additional buffer from the City of Madison. He also noted that he is not seeking to extend the CUP to the land added to the kennel property. Hess reported that the Plan Commission recommended approval of the CSM and CUP. Motion: Hess/Berg to approve Resolution 08212013B.
- b) Resolution 08212013B Approving the rezone application submitted by Deborah Duckart. Dane County tabled. Duckart noted that she is trying to clean up the property she inherited from her Dad two years ago. She plans to move to one lot and sell the others. Hess reported that the Plan Commission recommended approval of the rezone. Motion Hess/Berg to approve Resolution 08212013B. Motion carried.
- c) **CLOSED SESSION. THE TOWN BOARD WILL CONVELE INTO CLOSED SESSION PURSUANT TO WIS. STAT. SEC. 19.85 (1)(a)** Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body to deliberate the reconsideration the denial of an operator's license for Charles T. Graham. Motion: Viney/Hess to go convene in closed session. Roll call: Searls-aye, Berg-aye, Viney-aye and Hess- aye. Motion carried.
- d) **OPEN SESSION. THE TOWN BOARD WILL RECONVELE INTO OPEN SESSION PURSUANT TO WIS. STATUTES 19.85(2) FOR DISCUSSION AND POSSIBLE ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION.** Motion: Hess/Berg to reconvene in open session. Motion carried.
- e) Action regarding reconsideration of the Town Board's denial of the application of Charles T. Graham to serve fermented malt beverages. Motion: Hess/ Berg to grant an Operator's License to Charles T. Graham. Searls- nay. Motion carried.
- f) Participation in City of Madison Reiner Road reconstruction project in 2013. Christy Bachmann with the City of Madison approached Ayers about the Town participation in a mill and overlay project to be done this fall. The Town's portion of the cost is approximately \$75,000. This project is downscaled from the proposal submitted in the past and does not include bike paths, etc. A draft of a Cost Sharing Agreement prepared by the City was included in the Board packet. Ayers noted that it did not include the annexation reimbursement clause because the City no longer offers it (per Bachmann). Ayers also reported that Hughes suggested other revisions to the agreement that are similar to those in the McCoy Road project recently negotiated with the City of Sun

Prairie. Hughes suggested that the Town get additional information regarding the decision not to include the annexation clause in the agreement. Motion: Hess/Berg to authorize Ayers to negotiate the agreement with the City of Madison and to pursue reinserting annexation reimbursement. Motion carried.

- g) Final Resolution Authorizing Public Improvement and Levying Special Assessments for McCoy Road. Hess/ Berg to approve the resolution as presented. Motion carried.
- h) Update from Town Attorney regarding current issues in public records and open meetings laws. Hughes distributed a packet regarding public records and advised the Board to take caution in avoiding discussions outside of Board meetings and avoiding walking quorums.
- i) 2013 Population estimate. The Board did not dispute the state estimate of 3,321.
- j) Operator's licenses. Motion: Searls/Hess to approve the Operator's License for Angela Moxley. Motion carried.

### 3) OLD/UNFINISHED BUSINESS

- a) Update on the status of the Madison Block and Stone CUP application. Ayers reported that she searched the ZLR website to find out what action was taken at the meeting on July 23 meeting and found that the ZLR Committee recommended Town representatives attend the September 10 meeting to explain the reason for their conditional approval. To date, none of the Board members has received notification of the invitation. It was the consensus of the Board that the letter sent by Kevin Viney on behalf of the Town in April fully explained the Town's position. The Board authorized Ayers to draft another letter to Chairman Miles for Viney's signature and include copies of the minutes and previous letter.
- b) Intergovernmental Agreement with the City of Sun Prairie for Cost Reimbursements for the McCoy Road project. Hughes and Ayers negotiated the agreement with the City. Hughes reported that the City did not provide an annexation reimbursement clause because the Town could do the improvements on their own at a greater cost and nothing would prevent the properties from annexing. Motion: Hess/Searls to approve the Intergovernmental Agreement for Cost Reimbursements as presented. Motion carried.
- c) Cost sharing agreement with McCoy Road property owners. All agreements have been returned.
- d) Update on the McCoy Road project. Kurt reported that the contractor will pulverize the Town's portion on August 28.
- e) Update on the US 51 (Stoughton Road) Corridor Study. No update.
- f) Update on the DOT Highway 19 Bridge Project. Kurt will attend the final preconstruction meeting on August 28 at the Windsor Elementary School. The project has been pushed back to September 16 in hopes the Windsor Road will be open before the project starts.
- g) Update on Town road improvements required by the City of Madison for the UWHC at The American Center Project. Ayers reported that the estimate for the Portage Road borings is \$1,900 not the \$1,000 originally quoted (based on the McCoy Road borings). Motion: Berg/Searls to approve the road borings not to exceed \$1, 950. Motion carried.
- h) Update on options for regulating truck traffic. Hughes is working on.
- i) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. No update.

- 4) COMMITTEE REPORTS (AS APPLICABLE)
  - a) Plan Commission- next meeting is Sept 11.
  - b) ETZ Committee- Rachel Holloway, DeForest P&Z Administrator, is trying to set up a meeting for Village Ordinance updates in September.
  - c) Events Committee- town picnic is Saturday, August 24.
  - d) Parks Commission- no report.
  - e) Fire Commission- no report other than matters discussed in closed session.
  - f) NECC- at meeting in July authorized Judge Sieg to explore alternatives for warrants. Will work on the budget at the October 14 meeting.
  - g) DATC- recent hire is still with the commission and doing well.
  - h) NE FUDA- final meeting was held August 20. There will be open houses will be held for public review of the report.
  - i) Comprehensive Plan Steering Committee- will hold their final meeting on August 26.
- 5) **CLOSED SESSION. THE TOWN BOARD WILL CONVENE INTO CLOSED SESSION PURSUANT TO WIS. STAT. SEC. 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 consider options for contracting for fire services in 2014 and beyond. Motion: Berg/Hess to convene into closed session. Roll call: Searls- aye, Berg-aye, Viney-aye and Hess-aye.
- 6) **OPEN SESSION. THE TOWN BOARD WILL RECONVENE INTO OPEN SESSION PURSUANT TO WIS. STATUTES 19.85(2) FOR DISCUSSION AND POSSIBLE ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION.** Motion: Searls/Hess to reconvene in open session. Motion carried.
- 7) NEXT MEETING DATE. Board of Review Monday, August 26 6-8 p.m. Regular meeting Wednesday, September 18 at 6:00 p.m.
- 8) ADJOURNMENT. Motion: Hess/Berg to adjourn. Motion carried. Meeting adjourned at 8:05 p.m.

Brenda Ayers  
Clerk/Treasurer  
9/12/2013

**Town of Burke Board Meeting Minutes-September 19, 2013**  
**Which began at 6:00 p.m.**

Board members in attendance: Chairman Viney, Supervisor Berg, Supervisor Hess, and Supervisor Searls. Supervisor Munson absent. Also in attendance: Brenda Ayers, Clerk/Treasurer; Ron Kurt, Public Works Lead; and Kim Peterson, Deputy Clerk/Treasurer. See attached list for other interested parties in attendance.

**ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

1) ADMINISTRATIVE

- a) Determination that a quorum is 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 August 21, 2013 and September 4, 2013, Board meeting. Motion: Berg/Hess to approve minutes from the August 21, and September 4, 2013 Board meetings as presented. Motion carried.
- e) Public Works report. Kurt reported the final round of chipping dates are October 7 and 14<sup>th</sup>. Staff is currently working on tree trimming in right of ways and green spaces within the Town. The culvert on Holly Hill Road has rusted through and may collapse. It will need to be replaced. Kurt also added the possibility of vacating the road, giving it back to the property owner since it is a gravel road and only serves one resident. Waiting for word from Duane Wagner of Dane County Land Conservation regarding a drainage issue on Felland Road. Kurt also reported that he and Anderson have looked at the Heatherstone Ridge drainage problem. There are still some unknown factors that need to be looked at and he will continue to work with Anderson.
- f) Clerk/Treasurer report. Nothing to report.
- g) Finance Report. Profit and Loss vs. Actual as of August 31, 2013 provided in packet.
- h) Approval of Bills. Board members reviewed the bills and signed the Town Board Approval cover sheet for check numbers 26156-26188 and payroll related disbursements numbered 2800-2821.
- i) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. Charlie Meinholz spoke on behalf of some of the property owners on Acker Road and expressed disappointment with the approval of the CUP for Madison Block and Stone by the Town of Burke's Plan Commission and Town Board since it was denied by Dane County Zoning. Mr. Meinholz also brought up concerns with the rain run off on Acker Road. Bill Searls arrived 6:16 p.m. Kurt noted that roads settle, it is a commercial road with a lot of truck traffic. Viney advised Ayers to get with the Town's Engineer and have it looked at. Resident John Sherman at 4287 Acker Road added that his residence is being flooded out.

2) NEW BUSINESS

- a) Resolution 09182013 Transfer of Excess 2012 Budget Funds. Motion: Hess/Berg to approve Resolution 09182013 Transfer of Excess 2012 Budget Funds. Motion carried.
- b) Intergovernmental Agreement to Fund a Position Responsible for Storm Water Information, Education and Outreach Coordination for the Madison Area Municipal Storm Water Partnership (MAMSWaP). Berg asked Ayers if the formulas used were



going to change. Ayers replied that they would not. Motion: Hess/Searls to approve Intergovernmental Agreement to Fund a Position Responsible for Storm Water Information, Education and Outreach Coordination for the Madison Area Municipal Storm Water Partnership. Motion carried.

- c) Operator's licenses. None

### 3) OLD/UNFINISHED BUSINESS

- a) Update on the of the Madison Block and Stone CUP application. Ayers reported that Dane County Zoning denied the CUP and that the applicant has 20 days to appeal. A copy of the denial letter was provided in board packets.
- b) Update on the McCoy Road project. Kurt reported the Town's section has been pulverized and that Sun Prairie's portion curb and gutter has been put in. No date for the repaving has been set.
- c) Update on the US 51 (Stoughton Road) Corridor Study. Nothing to update.
- d) Update on the DOT Highway 19 Bridge Project. Kurt reported the date of start had been pushed out to September 30 for total closure. September 23 they will be doing a temporary bypass for residents.
- e) Update on Town road improvements required by the City of Madison for the UWHC at The American Center Project. Ayers reported they are still working on. Kurt added that road borings have been done.
- f) Update on options for regulating truck traffic. Hess reported Attorney Hughes still working on. Kurt also noted Sun Prairie's future development will have a big impact.
- g) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. Nothing to update.

### 4) COMMITTEE REPORTS (AS APPLICABLE)

- a) Plan Commission. Hess reported met on September 11th, do discuss the CSM on Thorson Road. It was approved by the Plan Commission.
- b) ETZ Committee Meeting. Berg reported the next meeting September 24, 2013 in De Forest.
- c) Events Committee. Munson absent. Nothing to report.
- d) Parks Commission. Berg advised that a Library Book Box was requested in the Foxmoor Hills neighborhood park. He also asked if a cement slab or something be put around the post. Kurt indicated he did not see an issue with putting it in as long as the contracted lawn service can get around it to mow sufficiently. Berg indicated he would discuss it with the Parks Commission.
- e) Fire Commission. Searls reported he attended a meeting on September 17, and Jerry Derr from the Town of Bristol was invited to meet with the City of Sun Prairie to discuss an offer. Searls indicated that Burke had not received an invite for talks or any correspondence from the city. Audience member Steve Knaus former chief of Sun Prairie Volunteer Fire Department added that he believed Mr. Derr was meeting on behalf of all towns involved not just Bristol. Knaus also noted that a 3 year contract would be discussed instead of a two.
- f) NECC. Hess reported at the next meeting on October 14, 2013 they will be discussing the budget.

- g) DATC. Ayers reported that at the meeting on Thursday September 12, Monica Smith from the Town of Windsor wanted the name change to be discussed again. Smith wanted the name to reflect the future of De Forest/Windsor coming together. She suggested naming it The De Forest/Windsor Chamber. It is being taken back the membership.
- h) NE FUDA. Ayers reported this has been completed.
- i) Comprehensive Plan Steering Committee. Hess reported they are finished. Mead & Hunt is putting together a review plan. Ayers also noted that it will be presented to the Plan Commission at the Oct. 9, 2013 meeting.

5) **CLOSED SESSION. THE TOWN BOARD WILL CONVENE INTO CLOSED SESSION PURSUANT TO WIS. STAT. SEC. 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 consider options and possibly make a decision on a contract for fire services in 2014 and beyond. Motion: Hess/Berg to move to closed session. Roll call: Searls aye; Viney aye; Hess aye; Berg aye; Munson absent.

6) **OPEN SESSION. THE TOWN BOARD WILL RECONVENE INTO OPEN SESSION PURSUANT TO WIS. STATUTES 19.85(2) FOR DISCUSSION AND POSSIBLE ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION.** Motion: Seals/Berg to reconvene in open session. Motion carried.

Motion: Hess/Searls to authorize Searls and Ayers to pursue a fire contract with Blooming Grove. DISCUSSION: Former Fire Chief Knaus expressed his concerns about the effect on the partnership with the other Towns. Searls noted that he appreciates Knaus' concerns but the Town of Burke has made it known since last year that we were exploring options. Searls stated the volunteers are excellent firefighters but not business managers. Searls noted that it is more than the cost for service; it is the confidence in the accuracy of the cost. Searls also noted that Burke is not in need of a full time fire department and should not supplement the cost to provide on to the City. Berg noted that the Town will not exist in 20 some years and we don't want to invest in infrastructure. Doug Yelk, Town of Sun Prairie, stated that if the other Towns had known Burke's desire to contract for services we could have worked it out. Ayers reported that the Town made their intent to contract for services clear to Chief Strause and the Chairs of the other Towns prior to giving notice to terminate the agreement last May and continued to do so during negotiations. She also noted that Yelk was only recently involved in the negotiations. Knaus asked the Board not to pass the motion and to allow himself and Yelk two weeks to come up with a price for services that includes a buyout. Searls asked Knaus if he was authorized to negotiate on behalf of the volunteers. Knaus stated that he would get permission so an agreement can be worked out. Viney left the meeting at 7:45 p.m. MOTION WITHDRAWN. Yelk and Knaus will have a proposal for services to the Town for consideration at the October 2 meeting.

7) NEXT MEETING DATES October 2 and October 16, 2013.

8) ADJOURNMENT Motion: Berg/Searls to adjourn. Motion carried. Meeting adjourned at 7:47 p.m.

Kim Peterson, Deputy/Clerk Treasurer  
Town of Burke  
9/27/2013

**Town of Burke Special Board Meeting Minutes-October 2, 2013**  
**6:00 p.m.**

Board members in attendance: Chairman Viney, Supervisor Berg, Supervisor Hess, Supervisor, and Supervisor Searls. Excused: Supervisor Munson. Also in attendance: Brenda Ayers, Clerk/Treasurer and Ron Kurt, Public Works Lead. 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 6:05 p.m. by Supervisor Hess (Viney was not present yet).
- c) The Pledge of Allegiance was recited.
- d) Approval of minutes from the September 18, 2013 Board meeting. Motion: Berg/Searls motion carried.

2) NEW BUSINESS

- a) Presentation of Fire Service proposal from Sun Prairie Volunteer Fire Department (SPVFD) and Towns of Bristol and Sun Prairie. Steve Knaus, Prairie Volunteer Fire Department representative thanked the Board for giving them two weeks to come up with a new proposal. the opportunity. He worked with the volunteers and Bristol and Sun Prairie. John Austad, SPVFD President, made a presentation of the proposal provided to the Town Board. He explained the five year buyout proposal is for a flat rate cost of \$74,750 per year plus fire dues and reimbursement for State Trunk Highway fire calls. He pointed out benefits of the proposal: SPVFD knows the area, SPVFD has existing mutual aid contracts, Burke would not incur building costs, transition or capital equipment costs. He said the department would be willing to provide the Board with quarterly and yearly updates of what has happened in the district. Searls inquired about the buyout of the Town's portion of the equipment. Doug Yelk (Town of Sun Prairie Supervisor) provided the Board with a spreadsheet detailing the cost and the buyout amount per year. Jerry Derr (Town of Bristol Chair) noted that the buyout takes into consideration the cash reserve account and the equipment. (Viney arrived at 6:17 p.m.) Derr reported that the Towns of Bristol and Sun Prairie plan to contract with SPVFD for a minimum of five years regardless of what the City of Sun Prairie decides to do. Searls asked representatives of SPVFD if they were prepared to hire an attorney to draft a contract for review by the Town Attorney if the Board voted to pursue a contract based on their proposal. Knaus indicated they would hire someone on their end to draw up a contract.

b) **CLOSED SESSION. THE TOWN BOARD WILL CONVENE INTO CLOSED SESSION PURSUANT TO WIS. STAT. SEC. 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 hold deliberations and/or negotiate regarding Town fire service in 2014 and beyond. Motion: Hess/Berg to convene in Closed Session. Roll call: Searls- aye, Berg-aye, Viney- aye and Hess-aye,

- c) **OPEN SESSION. THE TOWN BOARD WILL RECONVENE INTO OPEN SESSION PURSUANT TO WIS. STATUTES 19.85(2) FOR DISCUSSION AND POSSIBLE ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION.** Motion: Hess/Berg to reconvene in Open Session. Motion carried.
  - d) Action on a contract for fire service in 2014 and beyond. Motion: Hess/Berg to authorize Searls and Ayers to negotiate a contract with SPVFD and the Towns of Bristol and of Sun Prairie for a fire services based on the proposal presented to the Board. Motion carried.
  - e) 2014 Budget discussion. A very preliminary draft was provided in the packet. Ayers reported that she was waiting for information from the State regarding 2014 Transportation Aids. She also reported that the on the increase in WRS contributions and health insurance premiums. She reported that the budget figures provided for health insurance were based on the assumption that employees will receive additional pay to cover the 12% of the premium they are required to contribute.
- 3) NEXT MEETING DATE. October 16.
- 4) ADJOURNMENT. Motion: Hess/Searls to adjourn. Motion carried. Meeting adjourned at 7:15 p.m.

Brenda Ayers  
Clerk/Treasurer  
10/11/2013

**TOWN OF BURKE BOARD MEETING, OCTOBER 16, 2013**  
**Which Began At 6:00pm**

Board members in attendance: Chairman Viney, Supervisor Berg, Supervisor Hess, and Supervisor Searls. Supervisor Munson absent. Also in attendance: Brenda Ayers, Clerk/Treasurer; Ron Kurt, Public Works Lead; and Kim Peterson, Deputy Clerk/Treasurer; Anne Anderson, Town Engineer. See attached list for other interested parties in attendance.

**ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

**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 by Hess at 6:00p.m.
- c) Pledge of Allegiance was recited.
- d) Public Hearing on a Certified Survey Map (CSM) submitted by Thomas Lehman for the purpose of dividing the lot into two parcels; one to remain applicant's residence and the other lot for a single family residence for the buyer. Property located at 5237 Thorson Rd, Sun Prairie (parcel number 0810-252-8250-1). Mr. Lehman 2 acres of original house downsizing to sell it off. No one spoke for or against the proposal.
- e) Approval of minutes from the October 2, 2013, Board meeting. Motion: Berg/Searls to approve minutes as submitted. Motion carried.
- f) Public Works report. Kurt Reported that chipping for the 2013 season has been completed. Currently working on getting plow trucks ready, replacing blades. Trucks were in for DOT inspection, no issues. Also will be doing some additional ditch mowing and tree trimming.
- g) Clerk/Treasurer report. Ayers reported that the Wood/Ger Rezone will come back to the Plan Commission November 13, 2013 due to applicant failure to meet deadlines at the County level. She and Peterson will be attending Tax Collection related training the week of the 21<sup>st</sup> along with her attendance at WMCA meeting on the 24th.
- h) Finance Report. Peterson, nothing to report.
- i) Approval of Bills. Board Members reviewed the bills and signed the Town Board Approval cover sheet for check numbers 26189-26250 and payroll related disbursements numbered 2822-2854.
- j) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. Dean Baker, Village of De Forest, came before the board to request potential purchase of the lot at the corner of HWY 51 and Anderson Road next to the Token Creek water tower. Viney arrived 6:08pm. Berg advised Ayers to have it put on the agenda for the November 20<sup>th</sup> Town Board meeting.

**2) NEW BUSINESS**

- a) Resolution 10162013 Conditionally Approving the CSM submitted by Thomas Lehman. Ayers contacted Anthony Casper at Birrenkott and asked for the results of the title search and if there were any deed restrictions on the property but did not hear back prior to meeting. Motion: RJ/Searls to approve Resolution 10162013 CSM submitted by Thomas Lehman with the following conditions: 1) Removal of the shed on the property. 2) Any use or division of the land shall be consistent with any deed restrictions found through the Title search.
- b) Discussion with the Town Engineer regarding reports of stormwater issues: Acker Road, Felland Road and Heatherstone Ridge. Anderson concluded the water issue on Acker

Road is a private land owner issue and that the owner would need to improve the property on his own. Felland Rd. Anderson reported that on October 15, 2008 water issues were brought before the Town Board. The Board at that time concluded it would not pay anything for improvement. The land is being rented for cash crop so the farmer working the land cannot be held responsible. Cooperation from the property owner is required for a cost share program available through Dane County Land Conservation however it has to be initiated by the property owner. She also added that it would be worthwhile for the Town to pursue contact with Mr. Sauey (property owner) due to future maintenance of the box culverts under the road. Roberta Wills and Steve Stucki at 5297 Felland added that the sediment from the farm field has caused the water to stand and not flow properly. Anderson's recommendation was to have the Town write a letter to the land owner to have him contact Dane County Land Conservation. Hess advised Ayers to draft a certified letter on behalf of the Town to Mr. Sauey expressing the Town's willingness to work with him to resolve the water issue (6:46 p.m. Berg left meeting). Heatherstone Ridge: Property owner Doug Vesling reported concerns about the drain tile failing. The drain tile was installed by developer Don Tierney and the Town was not given any easement access or maintenance authority. Since the tile is on private property the Town does not have the ability or responsibility to maintain. Hess suggested that Ayers write a letter to Vesling explaining that it is not a matter to be resolved by the Town and provide him options to pursue the matter with others. Motion: RJ/Searls move to agenda items 3a and 3e. Motion: Carried. (Town Board Minutes are in Agenda order).

- c) 2014 Budget. No concerns addressed by the Town Board. Hess thanked staff for their work on the budget.
- d) Operator's licenses. Motion: Searls/RJ to approve Operator license for Colleen A. Sarafini. Motion carried.

### 3) OLD/UNFINISHED BUSINESS

- a) Update on the McCoy Road project. Anderson reported that the work is 90% done, and the punch list was provided to the contractor for completion. Project looks great.
- b) Update on the Reiner Road project. Kurt reported the project is complete except for striping.
- c) Update on the US 51 (Stoughton Road) Corridor Study. Kurt indicated there was nothing to update, no more information or meeting dates have been provided.
- d) Update on the DOT Highway 19 Bridge Project. Kurt reported work is on schedule.
- e) Update on Town road improvements required by the City of Madison for the UWHC at The American Center Project. Ayers reported they will be meeting with representatives from Findorff, City of Madison and UWHC to talk through the Developer Agreement and discuss improvements to intersection.
- f) Update on options for regulating truck traffic. Kurt, nothing to report.
- g) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. Anderson, nothing to report.

### 4) COMMITTEE REPORTS (AS APPLICABLE)

- a) Plan Commission. Met October 9, 2013 regarding recommendation to approve the Comprehensive Plan and request to revise the Land Use Plan to consider the lot at the corner of Hwy 19 & Heatherstone suitable for commercial development.
- b) ETZ Committee. Met September 24<sup>th</sup> with Vienna ETZ and De Forest P & Z commission to consider revisions to the Village's Zoning Code.
- c) Events Committee. Munson absent. No update.

- d) Parks Commission. Berg left meeting. No update.
  - e) Fire Commission. Ayers reported she is working with the Town Attorney and Doug Yelk from the Town of Sun Prairie on the contract.
  - f) NECC. Hess reported that the Commission met on October 14, 2013 and the 2014 budget was approved.
  - g) DATC. Meeting October 22, 2013 to discuss budget.
  - h) NE FUDA. No Update.
  - i) Comprehensive Plan Steering Committee. The plan will be presented for the Boards adoption on November 20<sup>th</sup>.
- Motion: Hess/Searls to convene in closed session. Roll call:

5) NEXT MEETING DATE

- 6) 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 discussing personnel matters including 2014 wages and benefits. Motion: Hess/Searls to convene in closed session. Roll call: Hess-aye, Searls-aye, Viney-aye. Motion carried.

- 7) *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.* Motion: Searls/Hess to reconvene in Open Session. Motion carried.

- 8) *Action on matters discussed in closed session including possible updates to the 2014 Budget.* Full time staff will receive a 2% wage increase in 2014. Part-time Building and Grounds and Public Works staff will receive \$1/per hour increase in 2014. Chief Election Inspectors will Receive \$1/ hour increase and remaining Election Inspectors will receive \$.50/hour increase. Office staff will be allowed to close the office at noon on Fridays from Memorial Day to Labor Day on a one year trial basis. The Monday-Thursday workday will be extended one Hour to compensate for the four hours of closure on Friday. A Memorandum of Understanding is to be drawn up by Ayers stating the terms discussed.

- 9) ADJOURNMENT. Motion: Searls/Hess to adjourn. Motion carried. Meeting adjourned at 7:33 p.m.



**TOWN OF BURKE BOARD MEETING, NOVEMBER 20, 2013**  
**Which Began at 6:15 p.m.**

Board members in attendance: Chairman Viney, Supervisor Berg, Supervisor Hess and Supervisor Searls. Supervisor Munson absent. Also in attendance: Brenda Ayers, Clerk/Treasurer; Ron Kurt, Public Works Lead; Kim Peterson, Deputy Clerk/Treasurer, Engineers Dustin Wolff and Mark Sauer. See attached list for other interested parties in attendance.

**ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

**1) ADMINISTRATIVE**

- a) It was determination that a quorum was present and that the meeting was properly posted.
- b) The meeting was called to order by Viney at 6:15 p.m.
- c) Pledge of Allegiance was recited.
- d) Approval of minutes from the October 16, 2013 Board meeting Motion: Hess/Berg to approve minutes as submitted. Motion carried.
- e) Public Works report. Kurt reported trucks are set up for winter. He has contacted Sun Prairie and Josh Miller in regards to salt. Zeier Sanitary District had a crack in one of the pipes and it has been repaired by McCann. Currently working on the Town parking lot. A drain sock was installed for water issues near the south end. Weather permitting should be complete by Friday. Staff is also working on trimming back ditches.
- f) Clerk/Treasurer report. Ayers reported she will be attending training on the new voting machine Thursday, November 21. She is waiting for the State and County numbers to get the tax bills prepared. Calkins from Wood/Ger advised they are working on letter of credit. Plat has not been recorded yet. Ayers has been in contact with engineer Anderson and attorney Hughes and will continue conference talks on how to proceed with the road issue. The Town doesn't want to accept a road that has not been dedicated.
- g) Finance Report was provided in packet.
- h) Approval of Bills. Board members reviewed the bills and signed the Town Board Approval cover sheet for check numbers 26251-26294 and payroll related disbursements numbered 2855-2881.
- i) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. Ayers received an email from a resident in the Foxmoore Hills area concerned about the burning of leaves. Hess replied it is allowed according to the ordinance. Ayers also received a phone call from a resident on Buckley Road who was concerned about the new DNR hunting regulations and the allowed use of rifles. Many phone calls have been received by staff in the last week regarding the change. The Town does not have an ordinance prohibiting the use of rifles. The DNR regulates hunting therefore an ordinance to regulate the non-use of rifles would not be recommended as the DNR is the enforcer of hunting. Ayers also stated in a recent review of a DNR fact sheet regarding the hunting changes, it indicates that rifles are no more dangerous than shot guns.

**2) NEW BUSINESS**

- a) Ordinance 11202013 Adopting the Town of Burke Comprehensive Plan. Motion: Berg/Hess to approve ordinance 11202013 adopting the Town of Burke Comprehensive Plan with the modifications recommended by Mead & Hunt. Motion carried.

- b) Adoption of the 2014 General Budget and Utility District Budgets. Motion: Searls/Berg to adopt the 2014 General and Utility District Budgets. Motion carried.
- c) Consideration of pay request number #1 on the McCoy Road project and corresponding invoice from the City of Sun Prairie. Motion: Hess/Berg to approve pay request number #1 on the McCoy Road project in the amount of \$80,680.48 retaining 5% until punch list is complete. Motion carried. Motion: Hess/Searls to move to item 3F. Motion carried.
- d) Agreement for Fire Services. Town of Sun Prairie spokesman Doug Yelk thanked staff for all their work on the contract for fire services. He also indicated there would be a Fire Commission meeting on Thursday November 21, 2013. The contract is not final as there a few items to be ironed out. Searls advised that he trusts that Hughes and Ayers are capable of finalizing the contract with Sun Prairie. Ayers will address the final issues with Hughes. Motion: Berg/Searls to have Ayers and Hughes complete the contract as presented 11/20/2013 draft and authorized Kevin to sign when complete.
- e) Operator's licenses. Motion: Searls/Hess to approve operator license for Dalton Sands, Olivia M. Beck, Susan M. Ripp, Carmen B. Brunet, Karen M. Herbrand, Karla G. Hernandez and Jennifer Neuman. Motion carried.

### 3) OLD/UNFINISHED BUSINESS

- a) Update on McCoy Road project. Kurt reported project looks very good and punch list was being completed.
- b) Update on Reiner Road project. Kurt reported work has been completed.
- c) Update on the DOT Highway 19 Bridge Project. Kurt reported the road is open and DOT was finishing shouldering work.
- d) Update on Town road improvements required by the City of Madison for the UWHC at The American Center Project. Ayers, Kurt and Anderson met with Janet Dailey, Clark Solowicz and the Hospital spokesperson. The Hospital has not approached the property owners regarding road right of way acquisition. Ayers reiterated the Town's position of not acquiring the road right of way on the behalf of the Hospital.
- e) Update on the US 51 (Stoughton Road) Corridor Study. Nothing to report.
- f) Follow up on stormwater issues: Acker Road, Felland Road and Heatherstone Ridge. Town residents Robert Wills and Steve Stucki at 5297 Felland Road asked if there was an update on the water issues. Ayers reported that a certified letter was sent to Mr. Sauey on Oct. 31<sup>st</sup> and she has not received the notice of signature back from the USPS. The Board advised Ayers to try to find out the name of the farmer that works the land and speak to him if possible. Also she will check with attorney Hughes to see if there are any other options. Motion: Hess/Searls to move to item 2D. Motion carried.
- g) Update on options for regulating truck traffic. Ayers spoke with Town Engineer Anderson she notified her that they have a freight specialist at Mead & Hunt. She may be able to help with input. Ayers passed the information on to Attorney Hughes.
- h) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. Nothing to update.

### 4) COMMITTEE REPORTS (AS APPLICABLE)

- a) Plan Commission. Hess reported at the November 13, 2013 meeting the Schweiss/Folz rezone at 5610 Reiner Road and JAD Development at 3370 Burke Road were both approved and will come before the Town Board in December.

- b) ETZ Committee Nothing to report.
  - c) Events Committee Nothing to report.
  - d) Parks Commission. Berg received a letter requesting reimbursement for flowers planted in the Rattman Heights Neighborhood Park in the amount of \$91.72. Hess said neighborhood association used to pay for it. Berg said he did not have an issue with paying. Berg recommends paying. Ayers brought up a concern regarding residents doing park improvements and expecting reimbursement without going to the Park Commission ahead of time.
  - e) Fire Commission No update.
  - f) NECC No update.
  - g) DATC No update.
  - h) NE FUDA No update.
- 5) ADJOURNMENT. Motion: Searls/Viney to adjourn. Motion carried. Meeting adjourned at 7:09 p.m. Motion carried.

Kim Peterson  
Deputy Clerk/Treasurer  
12-9-2013

**TOWN OF BURKE BOARD MEETING DECEMBER 18, 2013**  
**Which Began at 6:00p.m.**

Board members in attendance: Chairman Viney, Supervisor Berg, Supervisor Hess, Supervisor Searls and Supervisor Munson. Also in attendance: Brenda Ayers, Clerk/Treasurer; Kim Peterson; Deputy Clerk/Treasurer; Ron Kurt, Public Works Lead. See attached list for the other interested parties in attendance.

**ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

**1) ADMINISTRATIVE**

- a) It was determination that a quorum is present and that the meeting was properly posted.
- b) The meeting was called to order by Hess at 6:00 p.m.
- c) Pledge of Allegiance was recited.
- d) Public Hearing regarding a request submitted by Debora Schweiss (Folz) and Bryan Folz to rezone 1.1 acres of their 32.7 acres from A-1 to C-2 for the purpose of selling specialty and classic cars from an existing building. Property located at 5610 Reiner Rd, Sun Prairie (parcel number 0810-133-9000-5). No public comment. Viney arrived at 6:02.
- e) Public Hearing regarding a rezone request (from A-1 and A-B to C-2) submitted by JAD Land Development LLC, property located at 3370 Burke Road (parcel numbers 0810-243-4001-0, 0810-2434004-0, 0810-234-4007-0, 0810-243-4010-0, 0810-243-4013-0, 0810-243-4016-0, 0810-243-40190-0, 0810-243-4022-0, 0810-243-4025-0, 0810-243-40280-0 and 0810-243-4031-0). A resident on Sandy Lee Lane expressed concern with the developments lighting. Hess stated that the City of Madison has a majority of authority for lighting guidelines. Mike Lawton representing Wood Ger indicated it would not be lighting like you see at retail properties.
- f) Approval of minutes from the November 20 & 26, 2013 Board meetings. Motion: Hess/Munson to approved minutes as submitted. Motion carried.
- g) Public Works report. Kurt reported that plowing and salting has been going well. They have trimmed some larger oak trees in the Burke Cemetery and on the chance of down time from plowing and salting they will be doing more road side trimming weather permitting and painting the outside bathrooms.
- h) Clerk/Treasurer report. Ayers reported tax bills were mailed out December 11<sup>th</sup>. Mill rates for the districts did drop a bit. She received the Comp plan edits back from Mark Saur. On December 19<sup>th</sup> County Supervisor Wiganowsky will introduce the Plan to the County Board. The County ZLR will hold a public meeting Jan. 28<sup>th</sup>.
- i) Finance Report. Peterson reported that tax collection had already started and we have received \$781,335.52 in payments.
- j) Approval of Bills. Board members reviewed the bills and signed the Town Board Approval cover sheet for check numbers 26295-26340 and payroll related disbursements numbered 2882-2909.
- k) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. No public comments.

**2) NEW BUSINESS**

- a) Resolution 12182013A conditionally approving the rezone request submitted by Byran Folz and Debra Schweiss(Folz). Ayers stated new deed restrictions were sent on to the Attorney for some language clean up. Folz said he mailed copies to Scott and Beth at the City of Sun Prairie. Hess noted the Plan Commission approved the rezone and is recommending Town Board approval. Motion:

Hess/Searls to approve Resolution 12182013A conditional rezone request submitted by Bryan Folz and Debra Schweiss(Folz). Motion carried.

- b) Resolution 12182013B conditionally approving the rezone request submitted by JAD Land Development LLC. Ayers reported the conditions of LC1 zoning no longer exists in the Zoning codes so the references were removed. Hess advised some modifications were made by the Plan Commission November 13, 2013 and approved. Motion: Hess/Munson to approve Resolution 12182013B conditional rezone request submitted by JAD Land Development, LLC. Motion carried.
- c) Appoint Election Inspectors for the 2014-2015 Election Cycle. Ayers reported there were two new people added to the poll list. Motion: Hess/Searls to approve the Election Inspectors for the 2014-2015 Election Cycle as presented on the list. Motion carried.
- d) Operator's licenses. None

### 3) OLD/UNFINISHED BUSINESS

- a) Update on McCoy Road project. Kurt reported he was told by Town Engineer Anderson that the punch list had been completed.
- b) Follow up on Felland Road storm water issue. No report.
- c) Update on fire service contract. Ayers reported that the agreement drafted by Hughes was forwarded to Doug Yelk from the Town of Sun Prairie. She is waiting to hear if the agreement is acceptable to the Town of Sun Prairie and Bristol.
- d) Update on Town road improvements required by the City of Madison for the UWHC at The American Center Project. No report.
- e) Update on the US 51 (Stoughton Road) Corridor Study. No report.
- f) Update on options for regulating truck traffic. No report.
- g) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. No report.

### 4) COMMITTEE REPORTS (AS APPLICABLE)

- a) Plan Commission. No update.
- b) ETZ Committee No update.
- c) Events Committee. No update.
- d) Parks Commission. No update.
- e) Fire Commission. No update.
- f) NECC Hess reported next meeting January 27<sup>th</sup>.
- g) DATC Ayers reported that the 2014 Marketing Plan and Budget were approved.

### 5) ADJOURNMENT Motion: Viney/Hess to adjourn. Motion carried. Meeting adjourned at 6:32 p.m. Motion carried.

**Town of Burke Special Board Meeting Minutes-January 9, 2014**  
**5:30 p.m.**

Board members in attendance: Supervisor Berg, Supervisor Hess, Supervisor, and Supervisor Searls. Excused: Chairman Viney and Supervisor Munson. Also in attendance: Brenda Ayers, Clerk/Treasurer.

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 5:34 p.m. by Supervisor Hess (Acting Chair).
- c) The Pledge of Allegiance was recited.

2) NEW BUSINESS

- a) A revised CSM submitted by Duncan Campbell adjusting lot lines on properties he owns for the purpose of expanding two lots and creating one lot for a house to be built for a family member. Properties located at 4908, 4930 and 4934 Felland Rd, Madison (parcel numbers 0810-351-9000-1, 0810-351-9161-7 and 0810-351-9061-8). Hess asked Duncan Campbell to explain the revised CSM. Campbell explained that the City of Madison was not going to approve the previous CSM unless he agreed to annex all of the properties he owns to the City when the sewer and water becomes available. In discussions with his attorney, Campbell discovered that he could create a CSM adjusting lot lines on his property without City of Madison review or approval. The revised CSM submitted December 31, 2013, adds an acre to an existing one acre parcel which will serve as a homesite for his daughter and son-in-law. The revised CSM also adds property to other lands he owns (lots 1 & 2 on the CSM) including 97 feet to the kennel property as was depicted on the CSM originally approved by the Town Board on August 21, 2013.

Motion: Searls/Berg to adopt Resolution 01092014 Approving the Revised CSM Submitted by Duncan Campbell. Motion carried.

- 3) ADJOURNMENT. Motion: Searls/Berg to adjourn. Motion carried. Meeting adjourned at 5:39 p.m.

Brenda Ayers  
Clerk/Treasurer  
01/09/2014

**TOWN OF BURKE BOARD MEETING MINUTES- JANUARY 15, 2013**  
**6:00 p.m.**

Board Members in attendance: Chairman Viney; Supervisor Berg; Supervisor Searls; Supervisor Hess; Supervisor Munson. Also in attendance: Kim Peterson, Deputy Clerk/Treasurer; Ron Kurt, Public Works Lead. See attached list for other interested parties.

**ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

**1) ADMINISTRATIVE**

- a) It was determined that a quorum is present and that the meeting was properly posted.
- b) The meeting was called to order by Chairman Viney at 6:00 p.m.
- c) The Pledge of Allegiance was recited.
- d) Approval of minutes from the December 18, 2013 and January 9, 2014 Board meetings. Motion: Hess/Munson to approve the minutes as submitted. Motion carried.
- e) Public Works report. Kurt reported we received salt usage numbers and we have used more than at the same time last year. Currently 220 tons have been used compared to 140 ton last year to date. More frequent smaller snow events have occurred. The International truck is currently under repair for an antifreeze leak in the engine head which occurred the beginning of January. He noted that the engine warranty has expired however once the repairs are complete he will get in touch with International Truck Corporation to see if the mileage warranty can be negotiated since we have only surpassed it by 100 miles. The Town of Sun Prairie has loaned us one of their trucks until ours is back. Kurt also reported on Friday, January 10 during the weather event he went into the ditch with the Sun Prairie plow truck. Prairie Land Towing was called for assistance to have it pulled out. The total of the bill was astronomical and Kurt would be checking with the owner of Prairie Land to verify charges and check on insurance coverage. Viney asked if there were other towing companies available in our area. Munson noted Schmidt's Towing does work in Madison. Kurt also added they are still working on painting. Hess asked if the town would be reimbursing Sun Prairie for use of their plow truck. Kurt said they fixed the hydraulic return line, tail light, pin hitch and they adjusted the brakes on the truck from when he went in the ditch and they would also be giving them something as a thank you.
- f) Clerk/Treasurer report. Peterson reported for Ayers that she and Ayers went to election training on the new voting equipment the week of the 6<sup>th</sup> and they tested modem reporting for the County on the 10<sup>th</sup>. No February primary. The office hours for the Building Inspector will be changing in February to 1:00 p.m. – 2:00 p.m. on Tuesdays and Thursdays. The audit is scheduled for February 10<sup>th</sup> & 11<sup>th</sup>.
- g) Finance Report. Cash on Hand was included in the Board packet.
- h) Approval of Bills Board members reviewed the bills and signed the Town Board Approval cover sheet for check numbers 26341-26503 and payroll related disbursements 2910-2944.
- i) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. Munson indicated that she would not be running in the upcoming April election due to personal reasons and the time

constraint to get the necessary signatures needed. Non-Candidacy paperwork was filed with Clerk Ayers. Viney noted she could still be a write-in candidate.

2) NEW BUSINESS

- a) Operator's licenses. Motion: Searls/Berg to approve Operator license for Michael Draves. Motion carried.

3) OLD/UNFINISHED BUSINESS

- a) Final pay request McCoy Road project. Motion: Hess/Berg to approve final pay request submitted by Sun Prairie for McCoy road project. Motion: carried.
- b) Follow up on Felland Road storm water issue. No report.
- c) Update on Town road improvements required by the City of Madison for the UWHC at The American Center Project. No Report
- d) Update on the US 51 (Stoughton Road) Corridor Study. No report.
- e) Update on options for regulating truck traffic. No report.
- f) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. No report.

4) COMMITTEE REPORTS (AS APPLICABLE)

- a) Plan Commission. No report.
- b) ETZ Committee No report.
- c) Events Committee. Kurt reported that Bert Wilson has the trees ordered.
- d) Parks Commission. No report.
- e) NECC Hess reported next meeting date Jan. 27, 2014.
- f) DATC. No report.

5) NEXT MEETING DATE February 19, 2014.

6) ADJOURNMENT Motion: Hess/Munson. Motion Carried. Meeting adjourned at 6:26 p.m.

Kim Peterson  
Deputy Clerk/Treasure  
2-13-2014



## **TOWN OF BURKE BOARD MEETING MINUTES-FEBRUARY 19, 2014**

Which Began at 6:00 p.m.

Board Members in attendance: Chairman Viney; Supervisor Berg; Supervisor Searls; Supervisor Hess; Supervisor Munson. Also in attendance: Brenda Ayers, Clerk; Kim Peterson, Deputy Clerk/Treasurer; Ron Kurt, Public Works Lead. See attached list for other interested parties.

### **ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

#### **1) ADMINISTRATIVE**

- a) Determination that a quorum is present and that the meeting was properly posted.
- b) Call to Order. Chairman Viney called the meeting to order at 6:00 p.m.
- c) Pledge of Allegiance was recited.
- d) Approval of minutes from the January 15, 2014 Board. Motion: Hess/Munson to correct the January 15, 2014 meeting minutes to reflect agenda item "E" line 8 the word be changed to "negotiated." Motion carried.
- e) Public Works report. Kurt reported the final International bill came in \$1,000.00 dollars lower than original estimate. He was told by the local representative nothing can be done with the warranty and was told to call the Regional Representative. He currently has a call into them. The bill for use of the Town of Sun Prairie truck was based on DOT rates for 37 hours, 375 miles totaling \$2,500. There is a shortage of salt and they are currently using a mix of salt and sand. Kurt has informed contracted snow plow drivers to stop the use of salt in the subdivisions at this point to conserve and to only do scraping with these small events of 1 inch or under. He and Ayers are to be meeting with Lew from Mead & Hunt, Christy Bachman, Rob Phillips from City of Madison regarding reconstruction on connecting roads in the town on February 21<sup>st</sup>, weather permitting. Searls noted his appreciation of the work Kurt and Schleicher were doing during these winter months.
- f) Clerk/Treasurer report. Ayers reported the final copy of 2014 budget was included in the board packets. She is currently working on an advisory committee with Department of Employee Trust funds to help with updates to their system. The Fire agreement has been completed and signed. The name will be Northeast Dane County Fire Unit. An advisory committee for the fire unit will include a seat for Town of Burke resident Gene Brink. Angie White from the Sun Prairie Fire Department will be getting the titles together for the trucks. Ayers noted Chris Hughes will review those as well as insurance paperwork. Pat Nimmow and Jeff Stieren have filed the appropriate paperwork for write in candidacy to fill Supervisor Seat #5. February 10<sup>th</sup> and Feb 11<sup>th</sup> the auditors were here. Next Wednesday she will be attending District IV WMCA meeting. Topics include Board member training and how to reward employees without spending money.
- g) Finance Report. Cash on Hand in packets.
- h) Approval of Bills. Board members reviewed the bills and signed the Town Board Approval sheets for check numbers 26504-26598 and payroll related disbursements 2945-2974.
- i) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item.

#### **2) NEW BUSINESS**

- a) Agreement for an aerobic treatment unit (ATU) at 3393 Burke Road. James Tesmer spoke requesting allowance of Town officials to sign the agreement and

he would then take it before a notary for final signatures. Motion: Hess/Berg to execute agreement for aerobic treatment unit (ATU) for lot at 3393 Burke Rd. Motion. Carried.

- b) Application for Municipal Stormwater Permit Reissuance WPDES Permit No. WI-S058416-4. Motion: Hess/Berg to execute and send letter. Motion carried.
- c) Possible participation in Fly Dane 2014. Motion: Berg/Hess for the Town of Burke to take part in Fly Dane 2014 partnership. Motion carried.
- d) Revision of Land Division/Subdivision and related ordinances. Brenda reported that this was originally to be complete in 2013 however the Town's Comp Plan had to be completed first. She, Chris Hughes and Anne Anderson will be starting this process. Only policy decisions will be brought before the board. It may take 3 to 6 months to complete. They will be focusing on the land division code and construction of highways. The first meeting is next week.
- e) Dane County Zoning Ordinance/Petition NO. 10616 JAD Land Development rezone. Hess stated all contingencies are still in place. Roger Lane from Dane County Zoning and Ayers thought it should come to the board again to make clear the town is not changing any restrictions or uses. Motion: Hess/Berg to complete Dane County Zoning Ordinance/Petition No. 10616 JAD Land Development with approved boxes marked. Motion carried.
- f) Dane County Zoning Ordinance/Petition NO. 10605 Debra Schweiss rezone. Motion: Hess/Munson to approve Dane County Ordinance/Petition NO. 10605 Debra Schweiss rezone. Motion carried.
- g) Dane County Ordinance Amendment No. 26, 2013-2014. Brenda reported she has received feedback from Dane County Zoning and Dane County Towns Association regarding the proposed ordinance amendment both for and against. Motion: Hess/Searls to disapprove Dane County Ordinance Amendment No. 26, 2013-2014. Motion carried.
- h) Addition of towing coverage to vehicle insurance. Ayers reported cost of coverage around \$177. 00 for all four vehicles with \$1,500.00 limit per incident. Berg asked how many times trucks have had to be towed. Kurt reported 3 that he is aware of. Hess noted that the vehicles are getting older and feels it would be a cost benefit to the town. Motion: Hess/Munson to approve towing coverage to be added to the town's current coverage. Motion carried.
- i) Operator's licenses. Motion: Searls/Munson to approve operator license for Jodi L. Dohm. Motion carried.

### 3) OLD/UNFINISHED BUSINESS

- a) Follow up on Felland Road storm water issue. Ayers reported she did not receive a reply back from the letter sent to Mr. Sauey.
- b) Update on Town road improvements required by the City of Madison for the UWHC at The American Center Project. Ayers reported the hospital has submitted a draft developer's agreement to Attorney Hughes.
- c) Update on the US 51 (Stoughton Road) Corridor Study. Nothing to report.
- d) Update on options for regulating truck traffic. Ayers had asked Attorney Hughes to have something by March.
- e) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. Nothing to report.

### 4) COMMITTEE REPORTS (AS APPLICABLE)

- a) Plan Commission. Nothing to report.
- b) ETZ Committee. Berg reported next meeting March 10<sup>th</sup>.

- c) Events Committee. Munson reported the Easter egg hunt will be April 12<sup>th</sup> and Arbor Day event, April 26<sup>th</sup>.
  - d) Parks Commission. Berg reported that Tony Bruno submitted information on organizing parks. Berg would also like to meet with Ayers next week.
  - e) NECC. Hess reported at the January meeting it was approved to use State Collections agency for uncollected fines.
  - f) DATC. No update.
  - g) FUDA. Brenda reported she has a copy of the Environmental Conditions report if anyone wants to view it.
- 5) NEXT MEETING DATE March 20, 2014 at 6:00 p.m.
- 6) ADJOURNMENT Motion Hess /Searls to adjourn. Meeting adjourned at 6:51 p.m.  
Motion carried.

Kim Peterson  
Deputy Clerk/Treasurer  
3/12/2014

**Town of Burke Board Meeting Minutes-March 19, 2014**  
**Which began at 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 Lead; Kim Peterson, Deputy Clerk/Treasurer and Chris Hughes, Town Attorney. See attached list for other interested parties in attendance.

**ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

**1) ADMINISTRATIVE**

- a) It was determined that a quorum was present and the meeting was properly posted.
- b) Call to Order. Hess called the meeting to order at 5:58p.m.
- c) The Pledge of Allegiance was recited.
- d) Approval of minutes from the February 19, 2014 Board meeting. Hess requested correction for the item 1F, 8<sup>th</sup> line to say "well". Berg also added that Searls was not the only person who appreciated Public Works staff for the job they did during the winter months in regards to snow plowing. It is appreciated by the entire Board. Motion: Hess/Searls to approve minutes with revisions. Motion carried.
- e) Public Works report. Kurt reported Friday March 14<sup>th</sup> staff finished putting up road flags to make drivers aware of weight limits on roads. They will monitor thawing on a weekly basis. This week Kurt also toured the roads with Jeff from Crack Filling Services for eventual summer projects. Some of the recently paved roads are taking a beating because of the extreme cold of this winter. They will be working on ditch cleanup. This week some trees were trimmed in the Hoepker Road cemetery. Also, they have repaired some broken signs. One of the plow trucks experienced a hydraulic line break therefor a towing service was used. He and Schleicher have repaired the line. First round of chipping will start the weeks of April 14<sup>th</sup> and 21<sup>st</sup>. Kurt will be on vacation April 4-11, 2014. Hess asked if Kurt received any response back from International's regional manager regarding overage on truck warranty repairs for the 100 hours they were over. Kurt replied he had not and was told by the local dealership it is out of their hands.
- f) Clerk/Treasurer report. Ayers reported the newsletter will be going out the end of this week. Tuesday, March 25 she will be holding election training. A link was added to the Town's website in regards to the new voting machines. The owner of the Honda dealership was in to talk with her about one of the lots in the Wood/Ger area. He was requesting outdoor storage of new vehicles. Ayers told him that because of the deed restrictions there is no outdoor storage, therefore it is not allowed. Updated replacement pages of the Comp plan were handed out at the meeting.
- g) Finance Report was included in board packet.
- h) Approval of Bills. Board members reviewed the bills and signed the Town Approval cover sheet for check numbers 26599-26646 payroll related disbursements 2975-3002.
- i) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. No comments.

**2) NEW BUSINESS**

- a) Discussion with Judd Blau, Village of DeForest, regarding possible sale of land adjacent to the water tower (old Token Creek Sanitary District) parcel 0810-093-

8561-8. Mr. Blau advised the board that they will be doing some maintenance, sandblasting and painting to the water tower coming up this spring. Start time as soon as April. Blau indicated currently the only access is from the Peterbilt driveway and that there is a locking gate so access after business hours is a problem. Also, in order to prepare for the maintenance work the antennae will be taken down and stored. Fencing will also need to be erected. The Village would like to acquire the parcel for easier access to the water tower for maintenance and repairs to it. Berg asked if it was covered in the Boundary Agreement or would the town be able to sell it to someone else. Ayers asked if the Village wanted ownership or to have it attached to the Village. Blau indicated he was not certain. Attorney Hughes suggested sending the matter to the Plan Commission for them to discuss future uses, construction, marketability if the Town would like to sell it. Hughes also indicated possible construction easement could be looked at and advised Blau to talk with their Village attorney due to the starting date of the project. Hess expressed his support of an intergovernmental agreement. Berg noted he is interested in keeping Town of Burke residents taxes down and the land may be of some value to the Town. Motion: Searls/Berg to send the matter to the Plan Commission for the April 9<sup>th</sup> meeting. Motion carried.

- b) Discussion with Town Attorney and possible action regarding options for regulating heavy truck traffic. Hughes reported with new construction coming in Sun Prairie the Town would need to get a better handle on who is using the roads and way to extend the life of roads. Hughes, Kurt, Ayers and Anderson will be meeting with a Freight Specialist from Mead & Hunt in the next week. Hughes also recommended meeting with the owners using the heavy trucks on the roads to partner with them and get them involved early on. Searls recommended Hess to be the Town Board representative for meetings with business owners affecting the heavy use. Hughes also suggested reaching out to Sun Prairie to find out what provisions they may have in regards to the heavy truck traffic.
  - c) Discussion and possible action on an ordinance regulating quarries drafted by Dane County Towns Association. Hughes remarked given how fluid the legislature is his recommendation is not to adopt. It currently is not moving forward, it may become an issue in 2015. Motion: Searls/Berg Not to adopt and table any ordinance regulating quarries at this time. Motion carried.
  - d) Bill of Sale for Fire Vehicles. Hughes informed the board of the Intergovernmental Agreement for fire protection. 5 years to convey interest in fire equipment effective Jan. 1, 2014. (Viney arrived. 6:48 p.m.). Motion: Hess/Munson to approve bill of sale conveying interest of property pending clarification of the district transfer made to the Town of Bristol and Town of Sun Prairie. Motion carried.
  - e) Fly Dane 2014 Agreement. Motion: Hess/Berg to accept and sign Fly Dane 2014 Agreement. Motion carried.
  - f) Resolution 03192014 Recognizing Years of Service for Ron Kurt. Resolution read.
  - g) MOU with Office Staff for Summer Hours. Motion: Searls/Munson to accept MOU with Office Staff for Summer Hours. Motion carried.
  - h) Operator's licenses. Motion: Searls/Berg to approve operator license for Joseph R. Rusalen. Motion carried.
- 3) OLD/UNFINISHED BUSINESS
- a) Follow up on Felland Road storm water issue. Nothing report.
  - b) Update on Town road improvements required by the City of Madison for the UWHC at The American Center Project. Ayers reported she is currently waiting

for Hughes and Anderson to review the Developer Agreement drafted by the hospital's attorney.

- c) Update on the US 51 (Stoughton Road) Corridor Study. Kurt reported he received an email from Jeff Barons that indicated they have not come to a conclusion on the study. They will be holding a public hearing in June or July, 2014 and may know what direction they may lean towards by that date.
- d) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. Nothing to report.

4) COMMITTEE REPORTS (AS APPLICABLE)

- a) Plan Commission. Hess reported the next meeting is April 9<sup>th</sup> and will address the parcel of land adjacent to the water tower 0810-093-8561-8(old Token Creek Sanitary District).
- b) ETZ Committee. Berg reported they met on March 10<sup>th</sup> at the new Vienna Town Hall and went over the Village's codes, landscaping and ordinances.
- c) Events Committee. Munson reported at the March Lions meeting they stuffed the candy in the eggs for the Easter egg hunt on the April 12<sup>th</sup>.
- d) Parks Commission. Berg met with commission members on March 12<sup>th</sup> and they will be meeting again to tour some of the parks in the southern portion of the town on April 29<sup>th</sup>. They also created a handbook for Park Commission duties and expectations. They will also be reaching out to the residents in the neighborhoods for input.
- e) NECC. Hess reported the next meeting on April 28<sup>th</sup>.
- f) DATC. Ayers reported at the March 17<sup>th</sup> meeting the tourism specialist had previously attended the Fishing Expo at the Alliant Energy Center where she received a number of leads to bring more people to the area.
- g) FUDA Ayers will have this removed from future agendas.

5) NEXT MEETING DATE Tuesday, April 15, 2014 following the Towns Annual meeting.

6) ADJOURNMENT Motion: Munson/Searls to Adjourn. Motion carried. Meeting adjourned at 7:13 p.m.

By: Kim Peterson, Deputy Clerk/Treasurer  
Town of Burke  
4/4/2014

## **TOWN OF BURKE BOARD MEETING MINUTES-April 15, 2014**

Immediately following the Annual Meeting which Began at 6:00 p.m.

Board Members in attendance: Chairman Viney; Supervisor Berg; Supervisor Searls; Supervisor Hess; Supervisor Munson. Also in attendance: Brenda Ayers, Clerk; Kim Peterson, Deputy Clerk/Treasurer; Ron Kurt, Public Works Lead; Chris Hughes, Town Attorney. See attached list for other interested parties.

### **ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

#### **1) ADMINISTRATIVE**

- a) Determination that a quorum is present and that the meeting was properly posted.
- b) The meeting was called to order at 6:07 p.m.
- c) The Pledge of Allegiance was recited.
- d) Approval of minutes from the March 19, 2014 Board meeting. Motion: Hess/Berg to approve the March 19, 2014 Board meeting minutes as submitted. Motion carried.
- e) Public Works report. Kurt reported staff is working on trash cleanup in the ditches, fixing signs and pot holes. Chipping will start April 14<sup>th</sup>. Also, still monitoring the roads.
- f) Clerk/Treasurer report. Ayers reported there were 484 voters at the April 1<sup>st</sup> election. Monday, April 14<sup>th</sup> she attended the District IV training. She is also going to be doing an orientation with new Board member Pat Nimmow and invited other Board members to attend.
- g) Finance Report Cash on Hand in packets.
- h) Board members reviewed the bills and signed the Town Approval cover sheet for check numbers 26647-26691 and payroll and related disbursement numbered 3003-3030.
- i) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. Jerry Lange spoke regarding the pile of trees and brush in his farm field that were taken down to fix the erosion problem last summer and asked the Board if they could contact the Fire Department on his behalf to let him burn or what other alternatives he would have to get rid of the pile. He was informed by Sun Prairie Volunteer Fire that he could not burn that large of a pile and that there would be no exceptions. He asked the Town for assistance if he could not burn by having the Public Works Department possibly chip the branches and brush. Hess told Mr. Lange that the Town is served by the Sun Prairie Fire Department and permission is needed from them not the Town. Ayers also noted that she talked with the Fire Department and Mr. Lange would need to divide the pile. Viney added that he did not have many options other than dividing the pile or getting in touch with the person he contracted with to remove the trees. George Hidalgo from Wilde Honda spoke in reference to his offer to purchase two lots in the Wood Ger development. He requested to be placed on the next Town Board meeting agenda to have some of the deed restrictions lifted. He would like to build a 1.3 million dollar parking lot for storage of new and slightly used vehicles with LED lighting designed for security along with fencing for inventory that is currently located in Sun Prairie. Mr. Hidalgo also noted that the vehicles would not be unloaded at this site but at the dealership itself. He also said he thought it would bring some tax relief to the town. Jeff Steiren asked if the stop sign at Token Road and Fox Run could be changed as it is it presents a safety issue. Kurt felt it would not pose a problem to change it. Viney noted that flags should be put on to notify drivers of the change. Dave Wiganowsky spoke regarding the Wood Ger development and that it would be a benefit to the Town.

He also signed the petition that was circulating and hoped the Town would work with Mr. Wood. Mike Lawton spoke asking to have section 2 amended of the Deed Restrictions. He added a petition has been circulated in support of the Wilde Honda proposal and the Town Board should give the applicant a chance to be heard by putting it on the agenda. Dwight Houston spoke as a land owner in the Town and recommended the Board listen to the request of Hildago's proposal for tax improvement. Tom Hanley spoke saying \$12,000 to 14,000 per year for tax relief of the proposed lot for the school district would benefit the Town, adding Wilde Honda is presently renting the Hanley lot in Sun Prairie and they have been good neighbors, keeping the lot clean and the Board should support the project and put it on the Town Board agenda.

## 2) NEW BUSINESS

- a) Scope of Services submitted by Mead & Hunt for assistance with options for regulating heavy truck traffic. Motion: Berg/Nimmow to accept job scope of services and agreement by Mead & Hunt for assistance with regulating heavy truck traffic as submitted. Motion carried.
- b) Recommendation of the Plan Commission regarding possible sale of land adjacent to the water tower (old Token Creek Sanitary District) parcel 0810-093-8561-8 Hess reported at the Plan Commission meeting April 9<sup>th</sup> made the recommendation for the Town to keep the property as it could be potential revenue. The Town may be able to provide a leased access and should work with Deforest.
- c) Request for temporary limited easement on land adjacent to the water tower submitted by the Village of De Forest. Hess asked if it was for the entire site. Deane Baker indicated it would be so that they would not have to come back. Attorney Hughes indicated he was working on some of the final language in the agreement. Motion: Hess/Searls to approve temporary limited easement on land adjacent to the water tower submitted by the Village of De Forest contingent upon Attorney Hughes' recommendations of indemnification and insurance language to include the change of "grantor" to "grantee." Motion carried.
- d) Adoption of the "Parks Commission Responsibilities" Handbook as recommended by the Park Commission. Motion: Hess/Nimmow to approve the "Parks Commission Responsibilities" Handbook. Motion carried.
- e) Approval of the 2013 Audit. Motion: Searls/Hess to approve the 2013 Audit as presented. Motion carried.
- f) Operator's licenses. Motion: Searls/Berg to approve Charles E. Rought, Agent change for Kwik Trip. Motion carried.

## 3) OLD/UNFINISHED BUSINESS

- a) Update on options for regulating heavy truck traffic. Hess reported there will be a meeting April 24<sup>th</sup> to discuss how they would like to approach the pit operators in the area.
- b) Update on Land Division/Sub Division code revision. Ayers reported she and Hughes will be working on it next week.
- c) Follow up on Felland Road stormwater issue. Ayers reported she has had no response from Mr. Sauey after the certified letter was signed for. The Town has done what it can by sending the certified letter to the property owner on behalf of the homeowners affected, however it remains private issue and the homeowners will have to pursue other options on their own. Ayers also added she could send letters to the homeowners. Hess advised Ayers to send letters for the neighbors



defining that the Town did what it could and unfortunately there is nothing more that can be done.

- d) Update on Town road improvements required by the City of Madison for the UWHC at The American Center Project including Development Agreement. Hughes indicated that some updates were made and they are waiting for the City of Madison's attorney to respond.
- e) Update on the US 51 (Stoughton Road) Corridor Study. Nothing to update.
- f) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. Nothing to update.

4) COMMITTEE REPORTS (AS APPLICABLE)

- a) Plan Commission. Hess reported they met on April 13, 2014 regarding item 2(b) on the Town Board Agenda.
- b) ETZ Committee. Nothing to report.
- c) Events Committee. Lori Munson indicated the Arbor Day event is April 27<sup>th</sup> 2014.
- d) Parks Commission. Berg reported they will be touring parks in the Town on April 29<sup>th</sup>, 2014.
- e) NECC. Hess reported the next meeting is April 28, 2014.
- f) DATC Ayers reported there is a meeting on Monday, April 21, 2014.

5) NEXT MEETING DATE set for May 21, 2014 at 6:00 p.m.

6) ADJOURNMENT Motion: Hess/Berg to adjourn. Motion carried. Meeting adjourned at 6:49 p.m.

By: Kim Peterson, Deputy Clerk/Treasurer  
Town of Burke  
5/7/2014

MINUTES  
ANNUAL MEETING  
APRIL 15, 2014  
6:00 P.M.

Board members present: Viney, Berg, Hess, Munson (outgoing Supervisor Seat #5), Nimmow (incoming Supervisor Seat #5) and Searls. Staff present: Brenda Ayers, Clerk/Treasurer; Ron Kurt, Public Works Lead and Kim Peterson, Deputy Clerk/Treasurer See attached list for others present.

1. Chairman Viney called the meeting to order at 6:00 p.m.
2. The Pledge of Allegiance was recited.
3. Swearing in of new officers. Ayers swore Robert J Hess and Patrick Nimmow into office.
4. Resolution 04152014 Honoring Years of Service. The Resolution honoring Munson's service was signed at the meeting. Per her wishes, it was not read or presented at the meeting.
5. Approval of minutes from the 2013 annual meeting. Motion: Hess/Munson to approve the minutes from April 16, 2013. Motion carried.
6. Presentation of Financial Report/Budget Review. The 2013 Profit and Loss Budget vs. Actual report was provided to the Board and attendees. Ayers reported on the 2013 surplus. Motion: Searls/Hess to approve the financial report. Motion carried.
7. Highlights of 2013. Ayers prepared a report showing the accomplishments of the Board in 2013.
8. Fire Department Report. A written Annual Report was provided by Sun Prairie Volunteer Fire, Inc. The Sun Prairie Volunteer Fire Department responded to 815 calls in 2013 and 96 of those were in Burke. The Fire Inspector performed 446 inspections and 59 reinspections during the year.
9. EMS Report. The total calls for service in 2013 was 610 and 287 of the calls were in Burke. There are currently 64 members of the Blooming Grove Fire Department, the majority of whom are EMTs or paramedics.
10. Building Inspector's Report. A written report was provided. Of the 192 permits issued in 2013, 7 were for new single family homes.
11. Set next year's annual meeting date, time, and place. Next year's meeting will be held Tuesday, April 21, 2014, 6:00 p.m. at the Town Hall.
12. Adjournment. Motion: Munson/Hess to adjourn. Motion carried. Meeting adjourned at 6:05 p.m.

Brenda Ayers  
Clerk/Treasurer  
5/29/2014

**TOWN OF BURKE BOARD MEETING, May 21, 2014**  
**Which Began At 6:00 p.m.**

Board Members in attendance: Chairman Viney; Supervisor Berg; Supervisor Searls; Supervisor Hess; Supervisor Nimmow. Also in attendance: Brenda Ayers, Clerk; Kim Peterson, Deputy Clerk/Treasurer; Ron Kurt, Public Works Lead; Chris Hughes, Town Attorney. See attached list for other interested parties.

**ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

**1) ADMINISTRATIVE**

- a) Determination that a quorum is present and that the meeting was properly posted.
- b) The meeting was called to order at 6:00 p.m.
- c) The Pledge of Allegiance was recited.
- d) Public Hearing regarding an application from Madison Travel Plaza, 6162 US Highway 51, DeForest for a Class "A" Fermented Beverage and Intoxicating Liquor License. Lakhbir Singh owner of the above address indicated that there was going to be some remodeling and clean up at the site. He also applied for a Liquor License so that he would be able to sustain his business along with the surrounding competition. Investments are already being put into the site he would at least like to be able to sell beer. Darin Edington spoke in support of giving the business an equal shot against the competition.
- e) Public Hearing regarding a request submitted by Wilde Honda to revise the Deed Restriction of the Wood Ger plat to allow the outside storage of new and very late model motor vehicles on lots 2 and 3 of the Wood Ger Development located at corner of Burke and Reiner Roads (generally located across from the Town Hall). Ayers read emails from Elka Brendl, Howard Homberg and Randy Wautlet (see attached correspondence at the end of minutes). George Hildago from Wilde Honda spoke addressing the board informing them that he has an offer to purchase to develop two lots in the Wood Ger Plat. He indicated it would be a 1.3 million dollar investment for outside storage of new vehicles for his dealership Wilde Honda. His plans are to put an asphalt parking lot with electronic main gate, fencing, security cameras, retention basin, minimal lighting and green space. There would be no advertising, signage, sales, trailers dropping off cars, collision vehicles, or flood lighting because he would not want to attract attention. Only employees would have access to the lot for the purpose of picking up and dropping off vehicles for possible purchase. He also thought it would be good for the tax payers in the Town of Burke. Chris Franz spoke stating he had concerns regarding lighting and is opposed. Spokesperson Bruce (not on list) Burke Conservancy Estates said his neighborhood was very concerned it would impact property values and wanted those protected. Nel Lemmenes is opposed saying she moved to the country for peace and quiet. She was concerned with more traffic being generated and also with property values being decreased. Darren Edington spoke opposed, due to lighting issues, property values and increased traffic. Mike Vraniak is opposed and concerned with lighting, oil and gas run off as well as traffic. He indicated Mr. Wood agreed to the conditions and now wants to make changes and wonders what changes he will want next. Sandy Spradan (employee at Wilde Honda) spoke saying George Hildago is a man of his word and when he says it will be a high class facility, it will be. He runs a good business. Tom Hanley spoke saying George Hildago is an honorable man and he has had no problems with him. He keeps the lot they are currently using neat and clean. He also believes it will be a tax relief for the Sun Prairie School District. Hanley also stated it is a good opportunity for C2 development and the Town should not make it hard for businesses. Al Fredenberg (not on list) spoke saying Reiner Road has

industrial business as well as residential. The Wood family has been a model of what a good neighbor is. Their family has owned the property for over 100 years and have seen housing developments come in across from his own home in turn creating more traffic. If the Town would lift these restrictions it would put people to work and help the local economy. Reiner Road is an industrial district and he is in favor of it. Nick Cox (employee of Wilde Honda) spoke saying George is a class act would happily let you tour his dealership and that he does things right. Chad Wood spoke saying the traffic increase is unfounded because they drive farther now using more of the roads. It would be reduced not increased. David Wiganowsky spoke saying the Town could do what it needed, to insure that Mr. Wood understands and follows the rules with consequences if he didn't. Jerry Wood spoke saying a petition was circulated in favor of lifting the restrictions, although they did not go to every door in the township. Mr. Hildago said he has gone to Dane County Planning and they were also in favor and their concern was the lighting. Mr. Hildago insured everyone that he would take all necessary steps to make sure that lighting would not be a factor and would do whatever the Town stipulated. Janet Berger from Madison spoke saying she has the utmost respect for Mr. Hildago and that the lights required in a person's kitchen would be brighter than what he is proposing.

- f) Public Hearing regarding Windswept Preliminary Plat submitted by Deborah Duckart for the purpose of separating the existing buildings and open lands thereby making the sale of the properties easier. Property located at 3311, 3313 and 3315 Nelson Road (parcel numbers 0810-243-8000-4 and 0810-243-8030-8). Dan Birrenkott spoke saying nothing has changed. Public hearing closed by Chairman Viney at 6:49 p.m.
- g) Approval of minutes from the April 15, 2014 Board meeting. Nimmow noted an error on the header of the minutes. Lori Munson's name to be deleted and his added. Motion: Hess/Berg to approve minutes with corrections noted. Motion carried.
- h) Public Works report. Kurt reported the Spring Cleanup was a big success and that both dumpsters were filled. He also met with Lew Kollmansberger from Mead & Hunt to go over road projects for 2014. The second round of chipping to begin June 9<sup>th</sup>. He will also be getting estimates for some large trees to be trimmed at the Burke Cemetery. Parks are being mowed and will soon be sprayed for weeds.
- i) Clerk/Treasurer report. No updates.
- j) Finance Report. Cash on Hand in packets.
- k) Approval of Bills. Board members reviewed the bills and signed the Town Approval cover sheet for check numbers 26692-26754 and payroll related disbursements numbered 3031-3061.
- l) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. No comments.

## 2) NEW BUSINESS

- a) Resolution 05212014A regarding a request submitted by Wild Honda to Revise the Deed Restriction of the Wood Ger Plat. Berg asked if the lighting would reflect back up off from the vehicles. Mr. Hildago indicated it would somewhat. Hess asked if the dealership has had any issues with vandalism at the Hanley lot. Hildago replied that there were some wheels removed on some vehicles once, however there is no fencing at that lot. Hess also asked if they have looked into the paved lot in the City of Madison near the movie theatre. Hildago said it was looked at however it was not zoned to be a commercial parking lot and he did not want to go through the rezone. Hess stated that a lot of time and effort was put

into the Wood Ger Plat. The Plan Commission has had many meetings. There have been five public meetings on the matter. The City of Madison and Dane County Zoning have also had input. Mr. Hildago said he spoke with zoning and they saw no issues. Hess noted that it may be one person's opinion at the zoning department. It is an "opinion" from Dane County. Hughes reported that the Board was provided with a resolution template with blanks to approve or deny, reasons for approval or denial and possible conditions of approval. Motion: Hess/Berg to adopt resolution 05212014A to deny removal of the deed restriction to honor the restrictions that were originally put in place based on public input which was reiterated here at tonight's public hearing. Motion carried.

- b) Action on an application from Madison Travel Plaza, 6162 US Highway 51, DeForest for a Class "A" Fermented Beverage and Intoxicating Liquor License. Motion: Searls/Berg to approve Class "A" Fermented Beverage and Intoxicating Liquor License to Madison Travel Plaza. Motion carried.
- c) Resolution 05212014B Conditionally Approving Windswept Preliminary Plat. Motion: Hess/Berg to approve Resolution 05122014B to approve Windswept Preliminary Plat. Motion carried.
- d) Resolution 05210214C Removing the Conditions of Approval of a Certified Survey Map (CSM) submitted by Thomas Lehman conditionally approved by the Town on October 16, 2013. Motion: Hess/Nimmow to approve Resolution 05210214C removing the Conditions of Approval of a Certified Survey Map (CSM) submitted by Thomas Lehman conditionally approved by the Town of October 16, 2013. Motion carried.
- e) Resolution Designating Public Depository and Authorizing Withdrawal of County, Village, Town or School District Moneys and related paperwork drafted by Bank of Sun Prairie to remove Lori Munson and add Pat Nimmow as an authorized signer on Town bank accounts. Motion: Hess/Berg to approve removal of Munson and the addition of Nimmow to all bank documentation. Motion carried. Board members signed the paperwork at the meeting.
- f) Scope of Services from Mead & Hunt for road assessment related to posting of weight limits, etc. Hess reported they have had two meetings. Hughes stated a lot of money is involved for the evaluation and said it would benefit the Town to have Ron and Brenda meet with Lew Kollmansberger, Town Engineer to make sure Kurt has sufficient information to work with in the event the Town puts on seasonal weight limits next spring and that they assist if impact fees will be imposed. Hughes suggested tabling the matter until further information from the meeting is reviewed. Motion: Hess/Searls to table Scope of Services from Mead & Hunt to give Town staff time to review and determine if it is sufficient. Motion carried.
- g) Review Board member Commission/Committee assignments. Searls asked to be put back on Court commission. Nimmow indicated he would like to gather more information on the duties involved with the committees. Viney indicated that there would be no other appointment changes at this time.
- h) Operator's licenses. None

### 3) OLD/UNFINISHED BUSINESS

- a) Update on options for regulating heavy truck traffic. Hess reported that they have had two meetings with staff, Kollmansberger and Peter Lynch from Mead & Hunt. They met on May 7th with pit owners in the Town, which proved to be productive. There were some good ideas proposed. Hess also indicated that Lynch is working with the State Patrol for future Inspection Training to take place in the Town. Kurt added that the heavy trucks can use Wolf Paving's scale.

- b) Update on Land Division/Sub Division code revision. Hess reported that a model from the Town of Middleton has been provided and they will be looking at some of the items at the Plan Commission meeting on May 28<sup>th</sup> where they will make recommendations and draft some language. Hughes added he has his intern looking at the changes recently made in chapter 236 affecting land division codes.
- c) Update on Town road improvements required by the City of Madison for the UWHC at The American Center Project including Development Agreement UW waiting for city of Madison. No update.
- d) Update on the US 51 (Stoughton Road) Corridor Study. No update.
- e) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. No update.

4) COMMITTEE REPORTS (AS APPLICABLE)

- a) Plan Commission. Hess reported upcoming meeting May 28<sup>th</sup>.
- b) ETZ Committee. Berg reported the June 10<sup>th</sup> meeting for Kwik Trip has been moved to July 8th.
- c) Events Committee. No update.
- d) Parks Commission. Berg reported that they have toured all of the parks in the Town. They will be drafting a 5 year Park Plan in the future. Kurt has been provided with a list of immediate concerns.
- e) NECC. Ayers reported that at the January 27<sup>th</sup> meeting a motion was passed regarding court cost increases. Hess reported after discussion at the April meeting regarding the outstanding warrants they will not be sent to collections.
- f) DATC Ayers reported they are working on some giveaways and with Facebook to do a pink elephant campaign.

5) NEXT MEETING DATE set for June 18, 2014 at 6:00 p.m.

6) ADJOURNMENT Motion: Searls/Hess to adjourn. Motion carried. Meeting adjourned at 7:38 p.m.

By: Kim Peterson, Deputy Clerk/Treasurer  
Town of Burke  
6/13/2014

## **TOWN OF BURKE BOARD MEETING MINUTES**

**June 18, 2014**

**6:00 p.m.**

Board Members in attendance: Chairman Viney; Supervisor Berg; Supervisor Hess; Supervisor Nimmow and Supervisor Searls. Also in attendance: Brenda Ayers, Clerk/Treasurer and Ron Kurt, Public Works Lead. See attached list for other interested parties.

### **ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

#### **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.
- c) The Pledge of Allegiance was recited.
- d) Public Hearing on liquor license renewals. No one spoke for or against the renewals.
- e) Approval of minutes from the May 21, 2014 Board meeting. Motion: Hess/Berg to approve the minutes as presented. Motion carried.
- f) Public Works report. Kurt reported that there was substantial storm damage in the Town early Tuesday (June 17) morning. Most damage was between Burke and Felland Roads. Kurt was called in at 1:00 a.m. because Felland Road was blocked by downed trees. A few residents experienced structure damage from downed trees and wind damage. Kurt reported that another storm passed through this morning which resulted in downed trees in other areas of the Town but no structure damage. Town residents are inquiring about additional brush chipping due to the storm and are being told that the Town does not have the resources to help with individual clean up and that chipping will resume as scheduled in August. The Town Board supported this position. Kurt reported that staff took care of the brush pile in Huntington Meadows Park. "No Dumping" signs have been placed and residents in the area were sent a letter advising them not to dump in the park. Staff will proceed with ditch mowing and shouldering once storm clean up is complete.
- g) Clerk/Treasurer report. Ayers reported that the letters to the residents in the Huntington Meadows Park area also listed disposal options. She noted that the closure of the Highway 19 compost site might result in further dumping throughout the Town. The alternative site on Highway 12/18 is not convenient for residents and Ayers is exploring other options. Staff is preparing for the August 12 election.
- h) Finance Report. The Cash on Hand as of May 31, 2014 was in the packets.
- i) Approval of Bills. Board members reviewed the bills and signed the Town Approval cover sheet for check numbers 26755-26808 and payroll related disbursements numbered 3062-3095.
- j) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. None.

#### **2) NEW BUSINESS**

- a) Renewal of Liquor, Cigarette and Operator's licenses. Board members were provided with a list of Liquor License, Cigarette and Operator's Licenses applicants in their Board packet. Ayers reported that four additional Operator's applications were submitted after packet distribution. Two applicants for Operator's Licenses had alcohol related arrests and/or convictions on their record and were considered by the Board independently. Board members were provided

with a resolution to approve and a resolution to deny each applicant to be adopted as they determined. Motion: Searls/Berg to adopt Resolution 6182104A Denial of Operator's License for Charles Graham. The resolution was read by Berg. Motion carried. Hess asked Jessica Bredeson how the information found in her background check related to alcoholic beverages. She responded that in 2004 she killed someone drunk driving. Bredeson further explained that her recent violations in 2009 and 2010 were for having dirty UA alcohol tests. Bredeson further explained that she has been with the company for 6 years and the new owners have recently obtained a license to sell carry out beer and intoxicating liquors. Angela Lisi, manager of the business, said she has no concerns about Bredeson's ability to responsibly sell alcohol. Motion: Hess/Nimmow to adopt Resolution 60182014B Approval of an Operator's License for Jessica Bredeson. Motion carried. Searls-nay. Motion: Searls/Berg to approve Liquor License, Cigarette, and the remaining Operator's Licenses as listed and reported. Motion carried.

- b) Requests from the VFW for a temporary Class B Licenses for a 4<sup>th</sup> of July event on June 28, 2014 and Car Show on August 23, 2014. The applications submitted included a site plan with fencing. Representatives from the VFW reported that since Rhythm and Booms has moved downtown they expect the attendees will be "regular" customers and the beer tent will be significantly smaller. The Car Show will be the same as the last five years. VFW representatives showed the Board a poster for the car show. Motion: Hess/Searls to approve Temporary Class B Licenses for the VFW for the 4<sup>th</sup> of July event on June 28<sup>th</sup> and the car show August 23, 2014. Motion carried.
- c) An application for a Conditional Use Permit submitted by Kwik Trip for a new diesel and compressed natural gas (CNG) facility on the property located across from Rodeside Grill on Rostad Circle/Drive, parcel number 0810-052-1462-0. Jeff Reichling and Troy Mleziva were present to represent Kwik Trip. They explained that Kwik Trip is interested in purchasing the cornfield parcel next to Badger Truck on Rostad Drive for a Diesel/CNG facility. The facility would have four fueling lanes, a canopy, room for parking, curb and gutter and a compressed natural gas enclosure. Based on staff recommendations, they will also install a sidewalk and crosswalk to direct pedestrian traffic to their existing store across the street. In addition, they are requesting an easement to run wiring to connect communications to the two locations (agenda item 2e.). Reichling explained the facility will better serve customers that use their existing facility and will improve traffic flow. Reichling also noted that they expect the facility will serve mostly local customers and not interstate traffic since it will not offer the amenities of a full service truck stop. Viney noted a concern about the crosswalk and safety of pedestrian traffic. Hess reported that the Plan Commission recommended that the crosswalk is properly lit/signed in accordance with staff recommendations and State Statutes. Hess also reported that the Plan Commission was also concerned about the on street parking on Rostad and recommended that the Board place no parking signs on both sides of Rostad (this will be a future agenda item). Hess further reported that the Plan Commission recommended approval with three contingencies: 1) crosswalk area is marked and signed as recommended by Town Staff and Wisconsin State Statutes 2) the easement requested follows the sidewalk/cross walk and Kwik Trip is required to pay for the use of the right of way since it is not for public benefit and 3) any additional contingencies placed by DeForest-Burke ETZ. Motion: Hess/Nimmow to approve the CUP with the three contingencies as recommended by the Plan Commission. Discussion: Kurt noted his concerns about prohibiting parking on Rostad including enforcement and



current overnight parking of semis further down Rostad by Days Inn. Reichling noted that they have sufficient on site parking to provide stacking for drivers that wish to visit the store site. Mleziva noted that they don't want to jeopardize the safety of the community and store staff is willing to assume some of the responsibility of monitoring the parking. Reichling reiterated that the goal isn't to increase traffic but to better suit those that are already using the existing store. Motion carried.

- d) A one lot Certified Survey Map (CSM) submitted by Jeff Ekola on behalf of Ecumenical Housing Corporation for the purpose of improving the legal description of the property and dedicating public right of way on the property located at the corner of Lien and Felland Roads, parcel number 0810-352-8030-6. Jeff Ekola, representing Ecumenical Housing Corp., explained that they want to clean up the legal description and clearly define rights-of-way. He further noted that the property will probably be sold and the CSM will provide a more definite lot boundary than the current metes and bounds description. Hess reported that the Plan Commission recommended approval of the CSM as submitted with 6 contingencies recommended by Dane County and a 7<sup>th</sup> condition requiring satisfaction of any additional comments from the City of Madison. Motion: Hess/Berg to approve the proposed CSM contingent upon the satisfaction of the conditions of approval listed in the letter to Birrenkott Surveying from Dan Everson, Dane County, dated May 7, 2014 (copy attached) and any comments from the City of Madison Review. Motion carried.
- e) Request for a telecommunications utility easement from Kwik Trip to connect telecommunications utilities between the existing store on Pepsi Way and the proposed CNG/Diesel facility. Hess noted that the Plan Commission recommended redrafting the easement area to follow the path of the sidewalk and crosswalk. Motion: Hess/Berg to approve the easement with the following conditions: 1) the easement area is revised to follow the sidewalk and crosswalk 2) the easement document is in a form acceptable to the Town Attorney and Clerk 3) a rental of right-of-way fee is paid consistent with the Town's fee schedule. Motion carried.
- f) Possible participation in the County Highway C project. Ayers and Kurt attended meetings with Dane County, City of Sun Prairie and Town of Windsor regarding this project which is scheduled for 2016. The Board was provided with a copy of the cost sharing estimates provided by the County. Sections 1 and 2 of the project are in the Town of Burke the Town's cost share portion is \$393,795.94. Kurt noted that section 2 includes the addition of curb and gutter and a bike lane. Ayers noted that in past joint projects with the City of Madison the City picked up the cost for the bike paths, curb, and gutter since it is not the Town's practice to include these items. Via email Ayers asked Pam Dunphy with Dane County Highway about the excluding the bike path and curb and gutter. Her response (provided in the Board packet) was: "As per Wis. Admin. Code Trans.75.02, WisDOT requires authorities (the local govt unit having primary responsibility over the maintenance of a highway) to include bike facilities and sidewalks in all new highway construction and reconstruction projects funded in whole or in part by state or federal funds except in limited situations. Curb and gutter provides for drainage, eliminates the need for ditches and decreases (or possibly eliminates) the need for right of way acquisition. If this was just a rural county project, we would also just improve the pavement. However, this roadway is urban in the area just north of 19(section 1) and proposed to be improved to an urban section in section #2." Board members expressed concern about being asked to pay for repairs to a County Highway and felt the costs to repair should be spread

throughout the entire county and not individual municipalities. It was also noted that Burke's share of the costs were equivalent to a year's worth of road projects. The Board asked Ayers to contact County Supervisor Andrew Schauer to discuss the county's practice of assessing municipalities for a portion of improvements to county highways. Motion: Searls/Berg to deny participation in the County Highway C project. Motion carried. The Board also recommended that Ayers invite Supervisor Schauer to the July Board meeting to give the Board members a chance to meet him.

- g) 2014 Road Projects scope of services and seal chipping project. Kurt recommended chip sealing Thorson Rd with the Town of Sun Prairie and City of Madison, Reiner Road from Nelson north to town line and the Bridle Downs Subdivision at an estimate cost of \$65,000-\$70,000 including striping. Motion: Berg/Searls to approve the chip seal projects as recommended by Kurt and authorize staff to advertise for bids. Motion carried. The Scope of Services for the 2014 Road Projects includes engineering in the amount of \$64,000 for Irving, Templeton, Kittleson, Swansee and Breeze Drive as an alternate. Motion: Berg/Searls to approve the Scope of Services for engineering services related to the 2014 Road Projects as submitted by Mead and Hunt in the amount of \$64,000. Motion carried.
- h) Scope of Services from Mead & Hunt for road assessment related to posting of weight limits, etc. Hess reported that Hughes advised that an engineering study is necessary to give the Town a basis for posting roads. Ayers reported that this item was held over from the May meeting so she could consult with Mead & Hunt regarding other benefits for information gathered from the study. Ayers reported that Lew from Mead & Hunt said the information will be beneficial for future road projects. Ayers also reported that she suggested that Lew inquire about renting counters from Dane County. Her suggestion resulted in a cost savings of \$6,550 from the previous scope. Motion: Hess/Berg to approve the Scope of Services for road assessment dated June 4, 2014. Motion carried.
- i) Request from the Token Creek Lions to close Portage Road (intersection of Rattman to Hwy 19) from 10 a.m. to 3 p.m. on July 4<sup>th</sup> for their annual event. Scott Woody of the Token Creek Lions Club submitted a written request to close the road, use the Town gator and barricades and to have assistance from the sheriff's department. Hess noted that since the Town no longer contracts for a deputy the Lions will need to contact the Sheriff's Department directly. Kurt noted his concern about garbage. Kurt reported that he will coordinate the barricade and gator drop off with the Lions. Motion: Berg/Hess to approve the road closing, advise the Lions that they must make their own arrangements for deputy coverage and that they must clean up and haul away the refuse from the site. Motion carried.
- j) Resolution 06182014 Approving the Submittal of the 2013 Compliance Maintenance Report (CMAR). Motion: Hess/Berg to adopt Resolution 06182014. Motion carried.

### 3) OLD/UNFINISHED BUSINESS

- a) Update on options for regulating heavy truck traffic. Ayers, Kurt and Hughes were scheduled to meet with the City of Sun Prairie on June 17 but Ayers canceled the meeting so Kurt and staff could concentrate on storm clean up. Ayers is working on rescheduling the meeting.
- b) Update on Land Division/Sub Division code revision. Hughes and Ayers met with the Plan Commission to obtain feedback on specific items in the proposed

ordinance. Ayers will attend the Park Commission meeting on June 26 to obtain feedback regarding park and recreation items.

- c) Update on Town road improvements required by the City of Madison for the UWHC at The American Center Project including approval of the Contract for the Construction of Public Improvements. The most recent draft of the contract was provided to the Board. UWHC indicated that there will not be any hauling of construction materials on Hoepker Road and deleted the reference in the contract. Attorney Hughes recommended adding the following sentence to the end of No. 7 on Exhibit A: "Neither Developer nor its contractors shall use Hoepker Road for hauling to or from the project site." UWHC's attorney has not responded to the revision. Motion: Hess/Berg to approve the Contract for the Construction of Public Improvements with the language suggested by Hughes and in a form acceptable to the Town attorney. Motion carried.
- d) Update on the US 51 (Stoughton Road) Corridor Study. Nothing new to report.
- e) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. No report.

4) COMMITTEE REPORTS (AS APPLICABLE)

- a) Plan Commission- met prior to Town Board meeting regarding proposals from Kwik Trip and Ecumenical Housing. There are no pending applications at this time.
- b) ETZ Committee- next meeting is July 8.
- c) Events Committee- the Town picnic is scheduled for August 23.
- d) Parks Commission- meeting June 26 to review a draft of the five year plan and make suggestions to the Land Division/Subdivision revision.
- e) NECC- next meeting is July 28, 5 p.m.
- f) DATC- nothing to report.

5) NEXT MEETING DATE. July 16, 2014 at 6:00 p.m.

6) ADJOURNMENT. Motion: Hess/Searls to adjourn. Motion carried. Meeting adjourned at 7:36 p.m.

Brenda Ayers  
Clerk/Treasurer  
07/10/2014



## Dane County Planning & Development Land Division Review

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May 7, 2014

Birrenkott Surveying, Inc.  
PO Box 237  
1677 N. Bristol St.  
Sun Prairie, WI 53590

Re: Ecumenical Housing(CSM 9597)  
Town of Burke, Section 35  
(1 lot, 26.4 acres)

Current zoning of subject parcel is A-1, agricultural.

Attention: Daniel Birrenkott, S-1531

The proposed CSM is hereby conditionally approved as follows:

1. The document is to be completed in accordance with S.236.34, Wisconsin State Statutes.
2. The following notation shall be added – *Refer to building site information contained in the Dane County Soil Survey.*
3. All owners of record are to be included in the owner's certificates. (County records indicate that ECUMENICAL HOUSING CORP is the owner.
4. The required approval certificates are to be satisfied prior to final submittal.
  - *Town of Burke*
  - *City of Madison*
5. Comments from the Dane County Surveyor are to be satisfied:
  - a. *The bearing of the right-of-way line along FELLAND ROAD is slightly different than the boundary line. Also, the distance along said right-of-way line is short by 0.22 feet. Please identify misclosure error and correct. 236.20(2)(c)*
  - b. *Show the right-of-way line north of the CSM boundary along FELLAND ROAD just as you do along LIEN ROAD. 236.20(2)(f)*
6. The recordable document is to be submitted for review and approval.

When the above conditions have been fully satisfied, the original document along with a copy of this letter may be submitted for final review and the Dane County approving signature will be affixed. Please allow for ten (10) working days for approving signature. Any questions regarding this letter, please contact myself.

Sincerely,

Dan Everson  
Assistant Zoning Administrator  
267.1541

CC:  
Clerk, Town of Burke  
City of Madison Planning – Tim Parks

**TOWN OF BURKE BOARD SPECIAL MEETING MINUTES**  
**June 30, 2014**  
**5:00 p.m.**

Board Members in attendance: Supervisor Berg; Supervisor Hess-acting Chair; Supervisor Nimmow and Supervisor Searls. Excused: Viney. Also in attendance: Brenda Ayers, Clerk/Treasurer.

**ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

**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 5:00 p.m. by Hess.
- c) The Pledge of Allegiance was recited.

**2) NEW BUSINESS**

- a) Discussion of Town of Vienna's withdrawal from the Joint Room Tax Commission effective December 31, 2014. On June 27 the Town received written notice of Vienna's withdrawal effective December 31, 2014. Per the agreement participating municipalities may withdraw at the end of the year if they provide written notice by June 30, 2014. Vienna intends to form their own commission and focus on their interstate exit.
- b) Discuss/possible action on whether or not the Town of Burke will continue to participate in the Joint Room Tax Commission (JRTC) and possible alternatives. Ayers provided that Board with a document containing information regarding the background of the JRTC, immediate concerns and possible alternatives with pros and cons. By State Statutes and the agreement member municipalities are required to contribute 70% of room tax revenue to a tourism entity. The remaining 30% may be retained by the municipalities. Vienna currently contributes 68% of the Commission's average \$65,000 revenue. Vienna's withdrawal leaves Burke, Windsor and DeForest in the Room Tax Commission. DeForest does not have any room tax entities. Burke and Windsor combined contribute an average of \$21,000 per year to the Commission and the Commission currently has an agreement with the Chamber to pay \$10,000 per year for staff, office space and equipment. The remaining \$11,000 leaves little for promoting tourism. The Commission may withdraw from the Chamber agreement if it gives notice by October 1, 2014. The Commission currently has \$98,669 cash on hand and neither the agreement nor State Statutes address what happens to the funds when members withdraw. The 30% of the room tax collections retained by the Town of Burke is used to fund the Town picnic, Easter Egg Hunt, and \$400 towards the Token Creek Lions 4<sup>th</sup> of July parade. The Board was presented with three options for moving forward: 1) follow Vienna's lead and give notice 2) repeal the room tax ordinance at the next Board meeting (July 16) 3) Do nothing and remain in the agreement for another year. Options 1 and 3 will allow the Town to have a vote in how to expend the cash on hand for tourism in the area. Option 2 automatically removes the Town from the Commission and will not allow the Town to have a vote on how to expend the room tax dollars collected to date. Option 1 also gives the Town six months to review their room tax ordinance and explore other tourism avenues. Ayers reported that she spoke with Pat Fischbeck of the Speckled Hen and Fischbeck supported the Town's withdrawal from the Commission. She also indicated that she would be willing to work with Ayers over the next six months to determine if the Town should repeal the room tax ordinance effective January 1 or find other tourism options. The Board noted that

if they repealed the room tax, the Town would need to find an additional \$5-7,000 to fund the picnic, egg hunt and parade. Ayers noted that the Town could also reconsider sponsoring these events or possibly downsize what the Town contributes. Motion: Nimmow/Searls to proceed with option 1- to give notice to withdraw effective December 31, 2014. Motion carried. A letter giving notice was drafted by Ayers in anticipation of the Board's action. The Board reviewed the letter and recommended that letter is revised to note that it was an unanimous vote of the Board to withdraw from the Commission.

3) NEXT MEETING DATE. July 16, 2014 at 6:00 p.m.

4) ADJOURNMENT. Motion: Searls/Berg to adjourn. Motion carried. Meeting adjourned at 5:30 p.m.

Brenda Ayers  
Clerk/Treasurer  
07/10/2014

**TOWN OF BURKE BOARD MEETING, July 16, 2014**  
**Which Began At 6:00 p.m.**

Board Members in attendance: Chairman Viney; Supervisor Berg; Supervisor Hess; Supervisor Nimmow. Also in attendance: Brenda Ayers, Clerk; Kim Peterson, Deputy Clerk/Treasurer; Ron Kurt, Public Works Lead; Town Attorney Bryan Kleinmaier. See attached list for other interested parties

**ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

**1) ADMINISTRATIVE**

- a) It was determined that a quorum is present and that the meeting was properly posted.
- b) The Meeting was called to order at 6:00 p.m.
- c) The Pledge of Allegiance was recited.
- d) Approval of minutes from the June 18, and June 30, 2014 Board meetings.  
Motion: Hess/Berg to approve of the minutes from the June 18 and June 30, 2014 Town Board meeting. Motion carried.
- e) Public Works report. Kurt reported that crack filling would be starting the week of July 21 and will take 3 or 4 days. Half of the road shouldering has been completed. Upcoming chipping the weeks of August 4<sup>th</sup> and 11<sup>th</sup>. CJ's has completed weed spraying for the season. Last week wood chips were put in at the Foxmoor Park. There are some storm water issues on Haase Road. A sink hole formed and has been repaired and patched. The water is not flowing correctly into the retention pond.
- f) Clerk/Treasurer report. Ayers reported that she will be attending a Clerk conference the week of August 18, 2014 in Rothschild and will miss the August board meeting. She met with new board member Nimmow to discuss the budget process. She is currently working with Phil Scalan to update the website. Staff is getting ready for the upcoming Partisan Primary Election on August 12<sup>th</sup>. She also indicated that Paul Mike Spahn from 5966 County Highway C has been having stormwater runoff issues on his property from all of the development in and around Highway C. Spahn indicated to Ayers that a study was done by Mead & Hunt. He has gone to the City of Sun Prairie, however they don't seem to have any answers for him. He was inquiring if the Town would be able to possibly write a letter expressing cooperation. Ayers told Mr. Spahn that it would be a civil matter and was unsure if the Town Board would want involvement, and wasn't sure how much help a letter would be. No direction was given to staff by board.
- g) Finance Report was included in the board packet.
- h) Approval of Bills. Board Members reviewed and signed the Town Board approval sheet for check numbers 26809-26849 and payroll related disbursements numbered 3096-3127.
- i) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. Viney addressed members of the board that a Personnel Committee Meeting was held prior to the Board Meeting. Viney stated that Clerk Ayers would be receiving a \$2,000.00 bonus for her hard work and cost savings work related to the Town's truck traffic issues. He also announced that because of the hard work and hours put in by Public Works staff during the June storms that Ron Kurt would be awarded \$1,500.00 and David



Schleicher be awarded \$500.00. Viney also noted that the two additional people that were called in to help with tree damage clean up should also be compensated monetarily for the hours agreed on of eight by one individual and five for the other individual.

## 2) NEW BUSINESS

- a) Open and possibly award bids on the 2014 Chip Seal Project. Ayers advised the board that one bid packet was received. The bid packet was opened from Scott Construction totaling \$71,611.63 including striping. Motion: Hess/Berg to award Scott Construction the 2014 Chip Seal project in the amount of \$71,611.63. Motion carried.
- b) Request from Lydia Reynolds of the Keg for a fenced in deck for the purpose of consuming intoxicating beverages outdoors and an amendment to the Liquor License to include the deck. Owner Reynolds indicated that she would like to add a free standing deck to the building instead of the current patio. She said it will be in the fenced area away from the building for consumption of alcohol Lydia. The current patio has a 2 foot elevation. She wanted the new alcohol license to reflect the change if approved. Hess wanted to know how high the fence was. She advised it was 6 feet and would be a half foot away from the fence. She also added they are already allowed to consume alcohol in the back. Motion: Hess/Nimmow to approve construction with appropriate permits and amend liquor license to include deck. Motion carried.
- c) Hearing regarding Town Board reconsideration of denial of the application of Charles T. Graham for an Operator's License. Ayers spoke entering in documents from the denial of renewal resolution from June 18, 2014 Town Board meeting. In addition a copy of the letter of denial to Mr. Graham on 19, 2014 was entered. Mr. Graham called and spoke with Ayers wanting to appeal the June 18, 2014 decision. Town Attorney Bryan Kleinmaier wanted the record to reflect his association with Graham and that they played basketball together. Mr. Graham was given opportunity to speak to the board. He indicated that the charge against him currently was not a job related incident and that it was irresponsible. He added that he has never sold to a minor. He believes his livelihood will be jeopardized if he is unable to retain his operator license. He will be punished if found guilty by the court system. Hess was concerned that all offenses he has had in the past come back to alcohol and that he should look into different vocation. Graham indicated that he does not drink on the job and this a non-work related incident. Viney told Mr. Graham that he has shown poor judgment and feels the Town needs to look out for Lydia, the bar owner as well. Mr. Graham added that he knows how to handle people at the workplace. Berg asked how long he has been employed at the Keg. Mr. Graham indicated 1 year.
- d) **CLOSED SESSION. THE TOWN BOARD WILL CONVENE INTO CLOSED SESSION PURSUANT TO WIS. STAT. SEC. 19.85 (1)(a)**  
Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body to deliberate the reconsideration the denial of an operator's license for Charles T. Graham. Motion: Hess/Nimmow to go into closed session pursuant to Wisconsin statute section 19.85(1)(a) to deliberate the Town Board decision of denial of Mr. Graham's operator license. Roll call: Berg aye; Nimmow aye; Hess aye and Viney aye.
- e) **OPEN SESSION. THE TOWN BOARD WILL RECONVENE INTO OPEN SESSION PURSUANT TO WIS. STATUTES 19.85(2) FOR DISCUSSION AND POSSIBLE ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION.** Board reconvened to open session.

- f) Action regarding reconsideration of the Town Board's denial of the application of Charles T. Graham for an Operator's License. Motion: Hess/Berg to adopt 07162014A resolution upholding the denial of Charles T. Graham for Operator License. Motion carried.
- g) City of Sun Prairie's cost share proposal for the County Highway C project. Ayers reported she received information from Darryl Severson and the proposal at this time was to have the Town pay for the pavement portion in the amount of \$252,090.35 over a two year period. Ayers pointed out that this is not a City of Sun Prairie project and that it is a Dane County project and costs are spread across the City and Town. Viney believes this will not benefit the town of Burke. Berg added that it serves the entire county. Motion: Hess/Berg to authorize Ayers to negotiate reasonable terms for cost sharing in the upcoming County Highway C road project. Motion carried.
- h) Request from residents for storm damage clean up assistance. Doug Zadra spoke on behalf of himself and the neighbors of the Bultman Road area regarding the June 17, 2014 storm damage. He indicated that their area had been hit very hard with a lot of tree damage, home damage and were looking for some assistance to get rid of brush debris from the trees. Mr. Zadra added that there were power lines down, roofs off homes and debris everywhere. Power was not restored until 3 days later. He did call the Town after he and the neighbors had gotten everything cleaned up which was almost two weeks later and was told that the only thing they could do was to burn it. He did not notify the Town of the downed trees in the roadway on that day because he and the neighbors were doing what needed to be done to clear the roads themselves. Kurt indicated that he would have been able to give assistance if he would have known. Kurt also said that due to the back to back storms of June 16th and June 17th he did not go around to re-assess because they were still working on cleanup of downed trees on Felland Road. Mr. Zadra apologized for not notifying the Town of the downed trees immediately. Hess advised that the Town does not have the man power like the City of Madison and that staff is not allowed to go on private property. Viney advised that they should check with their insurance or take it to their cabin and burn it. Kurt added that the Town is not equipped or staffed and that it would not be fair to the other residents who had damage. Berg asked if it could be sorted so that some of it could be chipped. Mr. Zadra replied that there was a lot there and they only piled it not thinking of sorting it. Leigh Zadra spoke saying that she was not aware that staff was not allowed onto private property. She added that in the 35 years she has lived in her home nothing like this has ever happened and had no idea of what or what not to do. Nimmow stated he is trying help find solutions and suggested possibly cut up and burn over time. Viney indicated that the Board has given them some possible ideas however staff would not be able to help.
- i) Resolution 07162014 Revision to Fees for Right-of-Way Privileges. Motion: Hess/Berg to approve Resolution 07162014 Revision of Fees for Right-of-Way Privileges. Motion carried.
- j) Operator's Licenses. Heather Reed appeared before the board. Hess asked why the violations she indicated on her application did not show up in the background check on CCAP. She did not know. Ayers advised that only Circuit Court violations will show on CCAP. Peterson added that it could have a Municipal citation which will not show up. Berg asked how long Learn2Serve certification lasted. Ayers advised that as long as she is still serving it remains valid. Berg also asked if she was currently working. She indicated that she is currently employed during the day and this would be part-time. Viney advised that the Town takes the operator privilege very seriously and that her honesty was appreciated. Hess also

noted that the Board has a history of giving people a second chance. Motion: Hess/Berg to approve operator licenses for Heather Reed, Larry M. McConnell, Heidi Olsen, Kerrrie Paetzke and Steven J. VanDyke. Motion carried.

- k) Introduction to new Dane County Supervisor Andrew Schauer. Ayers indicated that meeting would be rescheduled.

### 3) OLD/UNFINISHED BUSINESS

- a) Update on 2014 Road projects. Ayers reported the notice has been sent to the newspaper as required. All bids must be submitted by August 26, 2014 prior to the bid opening. Kurt reported the culvert at 3193 Breeze Drive is in poor shape and needs to be replaced and was asking if the board would be in favor of offering for the homeowner to replace the culvert at their own expense.
- b) Update on options for regulating heavy truck traffic. Kurt reported at the last meeting with the City of Sun Prairie the Town expressed concerns with the heavy traffic and asked if he could be informed on upcoming projects. It was agreed by both the Town and the City to get together on a yearly basis and do a better job at communicating with the Town on upcoming projects for heavy traffic that may be entering and leaving on Town roads.
- c) Update on Land Division/Sub Division code revision. Ayers reported that it is still being worked on.
- d) Update on Town the UWHC at The American Center Project. Ayers reported that received a call from Jim Yehle of Findorff told her that the City of Madison already had the plans completed for the road. Ayers, however, has not seen any finalized plans and has not heard anything. The last she knew the City still had not acquired the property from the Living Stones of Jesus. She told Yehle that they will not meet until the final plans are reviewed by the Town and there is a Developer agreement in place.
- e) Update on the US 51 (Stoughton Road) Corridor Study. No update.
- f) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. No update.

### 4) COMMITTEE REPORTS (AS APPLICABLE)

- a) Plan Commission. Hess reported they will be meeting on July 23, 2014 regarding conceptual plan for a Liquor Store on the Burke Station property.
- b) ETZ Committee. Berg reported they met on July 8, 2014 and discussed the sidewalk issues for the new Kwik Trip CNG. They will be going with the original plans.
- c) Events Committee. Upcoming picnic on August 23, 2014.
- d) Parks Commission. Berg reported they put new woodchips in the Foxmoor Park. He also reported at last month's meeting a draft of a 5 year park plan was presented and each member will review and make revisions for the next meeting.
- e) NECC. Ayers reported since Searls has moved out of the town a representative will need to be appointed. Supervisor Nimmow indicated he would do it. Ayers advised the Nimmow of the upcoming August 4, 2014 meeting date. Viney also added the appointment of Berg to the Personnel Committee due to the departure of Searls.
- f) DATC. No update.

### 5) NEXT MEETING DATE. Next meeting date August 6, 2014 at 5:45 p.m. to award Road Project Bids, Board of Review to follow at 6:00p.m.

- 6) ADJOURNMENT Motion: Hess/Nimmow to adjourn. Motion carried. Meeting adjournment at 8:06p.m.

By: Kim Peterson Deputy/Clerk Treasurer  
Town of Burke  
8/14/2014

**Town of Burke Board Meeting Minutes-August 20, 2014**  
**Which began at 6:00 p.m.**

Board members in attendance: Chairman Viney, Supervisor Berg, Supervisor Hess, Supervisor Nimmow. Also in attendance: Brenda Ayers, Clerk/Treasurer; Ron Kurt, Public Works Lead; and Kim Peterson, Deputy Clerk/Treasurer. See attached list for other interested parties in attendance.

**ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

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 5:58 p.m.
- c) The Pledge of Allegiance was recited.
- d) A Public Hearing regarding a two lot Certified Survey Map (CSM) submitted by Anthony Kasper of Birrenkott Surveying, agent for Ellen Pamperin, for the purpose of separating the two existing residences. Property located at 3949 Hoepker Road and 5794 Portage Road, parcel number 0810-152-8600-8. No comments.
- e) Approval of minutes from the July 16 and August 6, 2014 Board meetings. Motion: Hess/Berg to approve the minutes as submitted. Motion carried.
- f) Public Works report. Kurt reported brush collection was finished last week. Final collection will be the weeks of Oct. 6th and 13th. Ditch mowing and shouldering continues. Kurt was informed by Deanne Baker of De Forest that the water tower located in the Town has been painted and that the project will be finished by the end of September. The Wood/Ger development has the binder layer and will be paved in the coming days. The 1 ton truck has a wheel hub issue. Schleicher off next week on vacation.
- g) Clerk/Treasurer report. Ayers reported there were 290 voters at the August 12<sup>th</sup> election. The VFW is looking at having a series of concerts at their location next summer. Ayers advised them that they will need to come before the board at the September meeting. Ayers also clarified the procedure for filling the supervisor seat. The motion is made and then voted on. It is not an appointment by the Town Chairman. She will be attending a WMCA seminar in Rothschild for two days following the meeting.
- h) Finance Report. Cash on hand included in packet.
- i) Approval of Bills. Board members reviewed the bills and signed the Town Approval cover sheet for check numbers 26850-26913 and payroll related disbursements numbered 3128-3161.
- j) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. An audience member asked if Hoepker Road was going to be turned into a boulevard with more lanes. Viney indicated there are no improvements for Hoepker road.

2) NEW BUSINESS

- a) Resolution 08202014A Conditionally Approving the CSM submitted by Anthony Kasper of Birrenkott Surveying, agent for Ellen Pamperin. Motion: Hess/Berg to approve Resolution 08202014A Conditionally Approving the CSM for Ellen Pamperin. Motion carried.
- b) Resolution 08202014B honoring Bill E. Searls's years of service to the Town. Motion: Hess/Berg to approve Resolution 08202014B Motion carried.
- c) Appointment to Supervisor Seat #2 to fill vacancy through the end of the term (April 20, 2015). Motion: Ayers/Berg to appoint Jeff Stieren to fill Supervisor Seat #2. Ayers explained that Stieren expressed interest by running for Munson's open board seat which Nimmow filled. Ayers/Berg/Viney/Nimmow all yes. Hess nay. Motion carried.
- d) Restricting Parking on both sides of Rostad Drive/Circle. Kurt expressed his concern as to where semis would be parking when they come off Server Drive to go to McDonalds or Kwik Trip. There is a lot of traffic. Hess advised that the Plan Commission and ETZ both recommend that parking be restricted on both sides as a matter of public safety. Motion: Hess/Stieren to approve No Parking Restriction to both sides of Rostad Drive/Circle. Motion carried.
- e) 2015-2019 Parks and Open Space Plan. Berg reported that Park Commission members have toured all parks. They need a lot of attention. Recommendations have been made to staff. Stieren asked if there was a curfew in the parks because of some late night activity in the Ledges Park. Viney asked Peterson to check on the curfew ordinance. Motion: Hess/Nimmow to approve the 2015-2019 Parks and Open Space Plan with recommendations and follow-up from staff. Motion carried.
- f) Operator's Licenses. Motion: Hess/Berg to approve operator licenses for Robert Helwer, Gary Muchow, Shannon Whalen, Corrin Lackey and Rita Knudtson. Motion carried.

### 3) OLD/UNFINISHED BUSINESS

- a) Update on 2014 Road projects. Kurt reported that a preconstruction meeting was held for the upcoming road projects. They will start on Kittleson next week and will then do Templeton and Swansee. Estimated time to completion 3 weeks. He also stated that prior to start Waste Management and the bus company will be contacted. Also the roads that were chip sealed have been striped. Canter Circle will be rolled.
- b) Update on options for regulating heavy truck traffic. Hess stated there have been no meetings. Kurt reported that the county traffic counters on Nelson and Reiner Roads have been removed and we are now waiting for the data to be analyzed. Lew from Mead and Hunt will be doing some road borings of the truck route roads. There are 10 location marks to see what is there for sub base.
- c) Update on Land Division/Sub Division code revision. Nothing to update.
- d) Update on Town the UWHC at The American Center Project. Nothing to update.
- e) Update on the US 51 (Stoughton Road) Corridor Study. Nothing to update.
- f) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. Nothing to update.

4) COMMITTEE REPORTS (AS APPLICABLE)

- a) Plan Commission. Hess reported an upcoming meeting September 10<sup>th</sup> for Snow Leopard Spirits presentation.
- b) ETZ Committee. Beg reported the August meeting was cancelled.
- c) Events Committee. Picnic was held on August 23.
- d) Parks Commission Meeting. Berg reported that they will meet September 2<sup>nd</sup> so we can move forward look at budgets.
- e) NECC. Nimmow reported they met Aug 4, 2014. Nothing to update.
- f) DATC. No update.

5) NEXT MEETING DATE September 17, 2014.

Robert Hess announced his resignation from Board Supervisor Seat #4 effective immediately.

6) No other business was discussed meeting adjourned at 6:48 p.m.

By: Kim Peterson  
Deputy Clerk/Treasurer  
9/10/2014

**TOWN OF BURKE**  
Madison, WI 53718  
The Town Board of the Town of Burke will hold a Public Meeting  
**Wednesday, September 17, 2014**

**ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

**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.
- c) The Pledge of Allegiance was recited.
- d) Approval of minutes from the August 20, 2014 Board meeting. Motion: Berg/Nimmow to approve minutes as presented. Motion carried.
- e) Public Works report. Kurt reported he and staff fixed a bad wheel barring on the 2001 1 ton. Kurt was approached by Larry Herman regarding a possible site for a leaf collection compost site for Town residents. Kurt, Ayers and Herman met regarding the proposal. Kurt would like to pursue the options. Staff is getting truck's ready for winter and they are completing ditch mowing.
- f) Clerk/Treasurer report. Ayers reported they will continue discussions with Larry Herman, she will also do a survey to get feedback from residents. The Town website has been updated with a new look. It provides more links to forms and election information. She attended the WMCA meeting in August and has been appointed to Chair of Finance Committee. Photo identification will be required in future elections. Office staff will be attending Treasurer's training on October 7<sup>th</sup>. On October 8<sup>th</sup> they will be attending the Dane County election training. Ayers will be meeting with Richard Stern, realtor and Rachel Holloway from DeForest on Friday, Sept. 19th to discuss the vacant lot on Hwy 51 for Wilde Honda as a possible site for car storage. She was also advised Badger Utility will be doing some changes at their business.
- g) Finance Report was included in the packet.
- h) Approval of Bills. Board members reviewed the bills and signed the Town approval cover sheet for check numbers 26914-26974 and payroll related disbursements numbered 3162-3191.
- i) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. None.

**2) NEW BUSINESS**

- a) Discussion with VFW regarding proposed 2015 Summer Concert Series. Richard Cranley addressed the Board indicating that the VFW would like to start the process for having a Thursday night concert series that would run from June to August from 7 p.m. to 9 p.m. under the pavilion. They would be bringing in all types of bands from light rock, grass roots, jazz and blues. They would also be serving food along with beverages alcoholic and non-alcoholic. Cranley would like to start getting the word out and booking bands. Viney advised him to work with Ayers on security, traffic control and fencing requirements. Ayers added that



permits are always required when serving alcohol along with a site plan as in years past with the car show and 4<sup>th</sup> of July celebration. Viney added that is sounded like a great idea and the town would be in favor of it.

- b) Resolution 09172014A honoring RJ Hess's years of service to the Town. Motion: Berg/Nimmow to approve resolution 09172014A honoring RJ Hess's years of service to the Town. Motion carried.
- c) Appointment to Supervisor Seat #4 to fill vacancy through the end of the term (April 19, 2016). Two letters of interest were submitted by Joe Barrett and Chris Truitt. Viney asked Truitt if his current position at the Department of Transportation would be a conflict of interest. Truitt indicated that he checked into that possibility prior to his letter of interest and his current employment with DMV would not conflict as he is in the Driver Services Division. Viney also asked what Truitt meant regarding the need to look at infrastructure for services, ambulance and fire. Truitt stated that he was concerned with the barricades in the Ledges subdivision and the effect it could potentially have for fire, police and ambulance response times. Viney stated those issues have come before the board several times in the past and the people in those subdivisions are strongly opposed to having those roads opened. Viney added that Sun Prairie's Main Street will eventually be a through road. Viney asked Joe Barrett if he wanted to address the board. Barrett said he was happy with the direction the Town has been going and keeping taxes low. He also added it has been a good place to raise a family. Motion: Nimmow/Berg to appoint Chris Truitt to Supervisor Seat #4. Berg, Nimmow, Stieren, Ayers all yes. Viney nay. Motion carried.
- d) Ordinance 09172014 Renaming Maly Rd (portion in Wood Ger development). Mr. Wood was asked by Kurt what name he would like for the portion of road in the new development. Mr. Wood indicated that he would like something with the name Wood in it. Kurt advised if it were "Road" drivers may think it is a through street. Board members were presented with two resolution options Wood Court or Wood Drive. Motion: Nimmow/Stieren to approve ordinance 09172014 renaming the Maly Road portion of road in the Wood Ger development to Wood Court. Motion carried.
- e) Resolution 09172014B Transfer excess 2013 Budget Funds. Motion: Berg/Nimmow to approve 09172014B Transfer excess 2013 Budget Funds. Motion carried.
- f) Request from UW Milwaukee on behalf of WisDOT for permission to conduct an archaeological field survey on Town owned property located at the intersection of Anderson Rd and US Hwy 51. Ayers advised the board it is required because of I39 interchange. It is an exploration to make sure there are no Indian burial artifacts and is done on all historic sites prior to a major road project. Berg asked if there is any cost to the Town, if they were to find something. Ayers felt there would not, however maybe a condition could be added. Motion: Berg/Stieren to approve the request for the archaeological field survey study on the condition that it won't cost the town any money. Motion carried.
- g) Review of Office Staff summer hours trial. Motion: Nimmow/Berg to approve summer hours for office staff on a permanent basis. Motion carried.

- h) Operator's Licenses. Motion: Berg/Stieren to approve operator license for William Sitton. Nimmow opposed. Motion carried.
- 3) OLD/UNFINISHED BUSINESS
- a) Update on 2014 Road projects. Kurt reported they are currently working on Templeton and Irving Drive. Kurt reported more base was needed to add more of a crown to the road. No total of the overage costs yet. Kittleson was paved last week. Everything on schedule.
  - b) Update on options for regulating heavy truck traffic. No update.
  - c) Update on Land Division/Sub Division code revision. No Update.
  - d) Update on the UWHC at The American Center Project. Ayers reported the hospital has the letter of credit and she and Kurt will be meeting on September 23 with Findorff for preconstruction meeting.
  - e) Update on the US 51 (Stoughton Road) Corridor Study. No Update
  - f) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. No Update.
- 4) COMMITTEE REPORTS (AS APPLICABLE)
- a) Plan Commission. Ayers reported the Plan Commission met on the September 10 for Snow Leopard Spirits. The site plan was very well done and it is recommended to grant the conditional use. Public hearing scheduled for October 15th.
  - b) ETZ Committee. No update.
  - c) Events Committee. No update.
  - d) Parks Commission. Berg reported the Commission met on September 9<sup>th</sup> and have a rough draft park plan. They also discussed having a twice yearly submittal deadline for improvement requests. Next meeting September 23.
  - e) NECC No Update.
  - f) DATC. No update.
  - g) Discuss future committee appointments. Ayers advised appointments will be made by the Town Chairman, appointments will be made at the October 1 meeting.
- 5) NEXT MEETING DATE. October 1, 2014 and October 15, 2014.
- 6) ADJOURNMENT Motion: Nimmow/Truitt. Motion carried. Meeting adjourned at 7:32 p.m.

By: Kim Peterson, Deputy Clerk/Treasurer  
Town of Burke  
10/8/2014

**Town of Burke Board Special Meeting Minutes-October 1, 2014**  
**6:00 p.m.**

Board members in attendance: Chairman Viney (arrived at 6:09 p.m.), Supervisor Berg, Supervisor Nimmow, Supervisor Stieren, Supervisor Truitt. Also in attendance: Brenda Ayers, Clerk/Treasurer and Ron Kurt, Public Works Lead. See attached list for other interested parties in attendance.

**ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

**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 Berg.
- c) The Pledge of Allegiance was recited.

**2) NEW BUSINESS**

- a) Discuss/possible action on consideration of rescinding the Room Tax Ordinance effective 1/1/2015. Berg and Nimmow reported on the joint meeting with Windsor, Vienna and DeForest regarding the existing room tax agreement. While DeForest and Windsor tried to convince Burke and Vienna to remain in the agreement, they did not present a compelling argument to stay. Berg explained that 70% of the room tax is given to DeForest Area Chamber to promote the area and 30% is retained by Burke. The amount retained by Burke was used in the past to fund the Easter Egg Hunt, 4<sup>th</sup> of July donation to the Lions and the Town Picnic. In June Burke gave notice to withdraw from the room tax agreement effective December 31, 2014. The decision needs to be made to 1) form a commission to promote tourism in Burke using the room tax funds 2) contract with a tourism entity to promote tourism in Burke using the room tax funds or 3) rescind the room tax ordinance. Burke does not have the destinations to promote that would put "heads in beds." Motion: Nimmow/Stieren to rescind the room tax ordinance effective January 1, 2015. Motion carried. (Viney arrived) With the rescission of the room tax in 2015, the Board discussed how to fund the events previously supported by the 30% retained by Burke. After much discussion, it was determined that it would not be prudent to levy taxes for events that only 10% of the residents attend. Ayers will contact the Lions Club regarding the loss of funding and to see if they would like to assume responsibility for the egg hunt.
- b) Commission/Committee appointments. Ayers provided Viney a list of suggested appointments and Viney made the appointments as recommended (copy attached). It was determined that since the road project study was near completion, no Board representation was required.
- c) Preliminary discussion on the 2015 Budget. Ayers provided Board members with a copy of the 2014 budget in advance of the meeting for discussion purposes. Ayers asked if the Board had any questions about any budget line items. Kurt reported that salt prices will increase by \$10 per ton in 2015. Nimmow inquired about the \$6,000 budgeted for social services contributions/gifts. Ayers reported that \$5,000 is given to Colonial Club in return for services received by Town

residents and \$1,000 is given to Token Creek Watershed. Ayers stated the donation to the Token Creed Watershed has been ongoing since prior to her employment and she asked if Viney knew the purpose of the donation. Ayers will write a letter to the Token Creek Watershed Committee inquiring about the use of the funds.

- 3) 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 personnel matters and the Personnel Committee's recommendation for 2015 wages and salaries. Viney announced the purpose of the closed session as noted on the agenda. Motion: Berg/Nimmow to convene in closed session. Berg-aye, Nimmow-aye, Viney- aye, Stieren-aye and Truitt-aye. Motion carried.
- 4) OPEN SESSION. The Town Board will reconvene into open session pursuant to WI Statues 19.85 (2) for discussion and possible action regarding matters discussed in Closed Session. Motion: Nimmow/Berg to reconvene in open session. Berg-aye, Nimmow-aye, Viney- aye, Stieren-aye and Truitt-aye. Motion carried.
- 5) POSSIBLE ACTION ON MATTERS DISCUSSED IN CLOSED SESSION. Motion Berg/Truitt to include a maximum 2% wage increase in the budget and to give the department heads the discretion to award individual increases to employees up to 2% based on performance. Motion carried. There was a discussion about the purpose of the employee incentive account but no decision was made regarding the continuance of the program.
- 6) NEXT MEETING DATE. October 15 at 6:00 p.m.
- 7) ADJOURNMENT. Motion: Nimmow/Stieren to adjourn. Meeting adjourned at 7:49 p.m.

Brenda Ayers  
Clerk/Treasurer  
11/11/2014

**Town of Burke Board Meeting Minutes-October 15, 2014**  
**6:00 p.m.**

Board members in attendance: Chairman Viney, Supervisor Berg, Supervisor Nimmow, Supervisor Stieren, Supervisor Truitt. Also in attendance: Brenda Ayers, Clerk/Treasurer; Ron Kurt, Public Works Lead and Anne Anderson, Town Engineer. See attached list for other interested parties in attendance.

**ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

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) Public Hearing regarding a Conditional Use Permit for a multi-tenant building housing a liquor store, small restaurant and apartments submitted by Brad Koning, Shulfer Architects, on behalf of Mark Hoover Property located at 5291 Felland Road (old Burke Station), parcel numbers 0810-233-7512-9, 0810-233-7545-0 and 0810-233-7534-3. Dianna Roberts, 3549 Burke Road, reported on previous issues when a tavern was operated on the site. Concerned that a liquor store will bring the same type of issues. Also expressed her concerns about the ability to purchase carry out beer until midnight in Burke when neighboring municipalities only allow sales until 9 a.m. She also expressed her opinion that the parking stalls and lights will impact the country feel of the area. Roberts presented a petition signed by others opposed to having a liquor store in the area. Ayers explained that a liquor store is an allowable use on the property and the reason for the Public Hearing is because of the request for a CUP to allow residences on the upper floor of the building. Brad Koning from Schulfer Architects explained that the applicant sent letters to neighboring residents with a copy of the letter of intent and did not receive any feedback. He explained that the applicant is proposing a 4,000 square foot building with a first floor Liquor store and small restaurant. He explained that there will not be any alcohol consumption on site other than occasional wine tastings as allowed by use. He explained the CUP is for up to four small efficiencies to create a mixed use environment. He further explained that the applicant desires to create a destination spot not an assuming commercial building. He stated the design of the building gives it a residential feel. Viney asked if the drive through was for the restaurant or the liquor store. Koning responded that the drive through will serve both. He explained the restaurant will be separate from the liquor store with approximately 15 tables. The owner, Mark Hoover, indicated that he plans to lease out the restaurant space. Viney noted that the property is not serviced by municipal water and sewer. Koning said that they plan to install a new holding tank and a new well. Roberts asked why the applicants are requesting the CUP for the residences. Hoover responded that it is a financial decision to make a more viable project. Viney explained that a mixed design is unusual and can be found in neighboring municipalities. Viney stated there haven't been any

problems with other businesses in the Town that sell carry out beer until midnight. Hoover explained that the efficiency type apartments will be rented at a higher level and nicely finished to attract people with mid level jobs. Dennis Jones asked how many people will be allowed in each apartment. Berg responded that it is a County Zoning issue. Hoover said ideally the apartments would be rented to couples or individuals and he is not interested in renting to large groups of people. Anne Anderson noted that efficiencies are one big room and aren't practical for occupancy by several individuals. Truitt noted that there are guidelines that apply to all housing types. Berg noted that the Board does consider public input and he is sympathetic to the concerns expressed. He also noted that the current state of this valuable piece of land is not conducive to the neighborhood. Roberts expressed concerns about the odor from pumping the holding tank. Nimmow noted he has one on his property and the odor is similar to a septic tank. Roberts asked about reducing the hours of alcohol sales. Viney inquired about the concern of headlights of vehicles in the drive through shining on neighboring residents. Koning said the building and landscaping will shield the lights.

- e) Approval of minutes from the September 17, 2014 Board meeting. Motion: Berg/Nimmow to approve as submitted. Motion carried.
- f) Public Works report. Kurt reported that staff is finishing the last round of chipping the week of October 13.
- g) Clerk/Treasurer report. Ayers reported that she and Peterson attended treasurer and clerk training provided by the County on Tuesday and Wednesday of the previous week. She also reported that photo ID requirement has been blocked by the Supreme Court. Ayers received an inquiry from a realtor working with Wilde Honda regarding the possibility of a car storage lot on the Decker property for sale at the corner of Nelson and Reiner.
- h) Finance Report. Ayers reported that information was provided with the proposed 2015 budget.
- i) Approval of Bills. Board members reviewed the bills and signed the Town approval cover sheet for check numbers 26975-27018 and payroll related disbursements numbered 3192-3217.
- j) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. A question was raised about the previous Naughty Novelty site. The Board and staff are not aware of any immediate plans for the site.

## 2) NEW BUSINESS

- a) Resolution 10152014A Conditionally Approving the Conditional Use Permit Submitted by Brad Koning, Shulfer Architects, on behalf of Mark Hoover. Motion: Berg/Nimmow to adopt Resolution 10152014A. Motion carried. Berg asked the applicant to work with neighboring residents for suitable solution to the concerns raised at the Public Hearing.
- b) Consideration of request for driveway variance to allow two drives at 5291 Felland Road related to item 2a. Motion: Berg/Stieren to approve the variance to allow two driveways at 5291 Felland Rd. Motion carried.

- c) Resolution 10152014B Conditionally Approving the CSM and CUP submitted by Badger Utility. Berg noted that the ETZ and Plan Commission had productive meetings regarding the application. Motion: Berg/Nimmow to adopt Resolution 10152014B as presented. Motion carried. Richard Bloomquist, Badger Utility, inquired about the term “reviewable after five years” relating to the payment of an annual road fee. Ayers noted that she will work with Village staff to develop more definitive language prior to ETZ approval.
- d) Consideration of request submitted by Badger Utility for a driveway variance to allow two drives at their new truck/trailer storage area related to item 2c. Motion: Nimmow/Berg to approve the variance to allow two drives on the proposed new Badger Utility storage lot. Motion carried.
- e) Pay request #1 on the 2014 Roads project. Anderson introduced herself to the new Board members. She reported that the pay request in the amount of \$295,876.89 includes Change Order no. 1 which included the elongation of a culvert for safety reasons. The overall project is 20,000 under the engineer estimate. Anderson recommended payment of the amount requested less a retainage of 2.5% based on state statutes for a total payment of \$287,052.08. She also noted that the final payment will not be released until the punch list is complete and releases are received from the subcontractors. Kurt noted that there are few spots where the seeding has not taken. Anderson noted that it is the Town’s policy to have grass shoulders in residential areas and the sub will fix the areas where grass hasn’t grown. Nimmow questioned the amount of the pay request. Anne explained the process and noted that she found a math error in the contractor’s request and that is the reason for the difference between their request and her recommendation. Anderson explained that the total that will be paid on the project once retainage is released is \$294,412.39. Motion: Nimmow/Truitt to authorize payment of pay request no. 1 in the amount of \$287,052.08. Motion carried. Ayers signed Change Order no. 1 at the meeting.
- f) Terri Jacobson 5347 Regal Rd to address the Board regarding concerns about the road in front of her driveway from the 2009 road project. A letter and pictures submitted by Jacobson were included in the Board packet. She explained that when the snow melts in spring she has a “lake” at the end of her driveway. She explained that in 2009 the Town hired Payne and Dolan to repave the road and in 2010 Payne and Dolan returned to change the pitch of the road in front of her house but it did not help the situation. She noted that Town Staff tried to help by creating a drainage ditch but it wasn’t there long. When the ground is frozen the water does not drain. In addition, she has water sitting at the end of her drive during a normal rainfall. She was advised by a couple of contractors that the pitch in the road appears to be high. Kurt said it appears that there is a saw cut in front of her property only which was done to try to improve the pitch. Anderson said two things could be going on 1) the saw cut may have been intentionally dipped or 2) it may have sunk. Anderson thought it appeared to be intentional. Viney advised Kurt and Anderson to work with Jacobson to resolve the situation.
- g) Operator Licenses. Mark Lins and his boss were present to discuss items in his background check relating to alcohol. His boss noted that he has worked there for 3-4 weeks and has been very responsible. Truitt expressed his concerns about two

items so close together in the applicant's background demonstrating a lack of responsibility with alcohol. Berg agreed and noted that it has been a several years since the last instance and the applicant received counseling. Berg further noted that the Board granted the issuance of a new license in a similar situation but denied the renewal due to further instances of lack of responsibility with alcohol. Motion: Berg/Stieren to approve an Operator's License for Mark Lins. Motion carried. Truitt and Nimmow- nay.

Motion: Nimmow/Stieren to approve an Operator's License for Jason Graves. Motion carried.

h) **CLOSED SESSION. THE TOWN BOARD WILL CONVENE INTO CLOSED SESSION PURSUANT TO WIS. STAT. SEC. 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 have a discussion with Blooming Grove EMS regarding future service options. Chair Viney announced the purpose of the Closed Session as noted on the agenda. Motion: Berg/Nimmow to convene into closed session. Berg-aye, Stieren-aye, Viney-aye, Truitt-aye and Nimmow-aye. Motion carried.

i) **OPEN SESSION. THE TOWN BOARD WILL RECONVENE INTO OPEN SESSION PURSUANT TO WIS. STATUTES 19.85(2) FOR DISCUSSION AND POSSIBLE ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION**

Motion: Berg/Nimmow to reconvene in Open Session Berg-aye, Stieren- aye, Viney- aye, Truitt-aye and Nimmow-aye. Motion carried.

j) Possible action on items discussed in Closed Session. No action was taken on items discussed in Closed Session.

k) Approval of a "Request form for neighborhood parks repair/maintenance" submitted by the Parks Commission. Berg reported that the Parks Commission discussed the form in depth. Nimmow asked how the form would be provided to the public. Ayers reported that the Parks Commission plans to meet with neighborhood association contacts to introduce the form. It will also be available in the Town office and possibly on the website. Motion: Nimmow/Truitt to approve the request form as submitted. Motion carried.

l) Ordinance 10152014 Renaming Wood Court in the Wood Ger Subdivision to Wood Drive. Kurt explained that Mr. Woods felt Wood Court would apply to a residential subdivision and Wood Drive would be more appropriate for a commercial area. Motion: Nimmow/Stieren to adopt Ordinance 10152014. Berg-nay.

m) 2015 Budget. Ayers and the Board reviewed the proposed budget line by line. The following items were noted during the discussion: 1) there is sufficient reserve for legal services so nothing will be budgeted in 2015 2) the employee incentive account remains in the budget but will be used more diligently in the future 3) Ayers recommended transferring funds from the reserve for fire equipment which is no longer needed to the public works truck maintenance and repair fund to cover the shortage in 2014 and to establish a fund for future use. A budget transfer will be prepared to present to the Board after year end. 4) the



\$1,000 donation to the Token Creek Watershed remains in the 2015 but will not be paid until the Board receives information about how the funds are used. Ayers requested this information on October 8, 2014 and is waiting for a response.

Following the discussion and updates the levy needed to balance the budget is: \$697,249 and an additional \$256,336 will be levied for the road fund.

**\*\*\* AGENDA ITEMS 3 AND 4 WERE SKIPPED IN THEIR ENTIRETY DUE TO THE LATENESS OF THE EVENING AND LACK OF PRESSING SUBJECT MATTER TO DISCUSS IN THESE AGENDA ITEMS\*\*\***

3) OLD/UNFINISHED BUSINESS

- a) Update on options for regulating heavy truck traffic
- b) Update on Land Division/Sub Division code revision
- c) Update on Town the UWHC at The American Center Project
- d) Update on the US 51 (Stoughton Road) Corridor Study
- e) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study

4) COMMITTEE REPORTS (AS APPLICABLE)

- a) Plan Commission
- b) ETZ Committee
- c) Events Committee
- d) Parks Commission
- e) NECC
- f) DATC

5) NEXT MEETING DATE. November 19 at 6:00 p.m. starting with Public Hearing regarding the 2015 Budget followed by the meeting of the electors to adopt the levy and approve the road expenditures, followed by the Board meeting.

6) ADJOURNMENT. Motion: Viney/Stieren to adjourn. Meeting adjourned at 9:11 p.m.

Brenda Ayers  
Clerk/Treasurer  
11/11/2014

**TOWN OF BURKE-BOARD MEETING, NOVEMBER 19, 2014**  
**Which Began At 6:03pm**

Board members in attendance: Chairman Viney, Supervisor Berg, Supervisor Stieren, Supervisor Nimmow and Supervisor Truitt. Also in attendance: Brenda Ayers, Clerk/Treasurer; Ron Kurt, Public Works Lead; and Kim Peterson, Deputy Clerk/Treasurer. See attached list for other interested parties in attendance.

**ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

**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 6:03p.m.
- c) The Pledge of Allegiance was recited.
- d) Approval of minutes from the October 1 and October 15, 2014 Board meetings  
Motion: Berg/Stieren to approve the minutes as submitted. Motion carried.
- e) Public Works report Kurt reported the snow plows are set up. Depending on snowfall amounts the subdivisions will not be scraped each time. Staff is working on changing oil and maintenance work on the tractor, gator and other machines. He and Lew from Mead & Hunt looked at the driveway issues on the property at Regal road. Nothing will be done at this time. Staff will try to push the snow away from the driveway area to prevent some of the flooding issues. Kurt added they will look at it again in the spring. Nimmow asked that it not be forgotten.
- f) Clerk/Treasurer report. Ayers reported at the November 4<sup>th</sup> General Election the Town had 1696 voters, 204 in person absentee's from October 20 to the 31<sup>st</sup>, 25 absentee's by mail and 165 election day registrants who voted. The Poll Workers did a great job. Mike Lawton contacted Ayers informing her that RG Houston owns two lots in the Wood/Ger Development and that a future site plan will be submitted soon for review. Lawton is also working with the bank to get the outstanding bills paid. Ayers indicated she had flyers at the recent election regarding the possibility of a future compost site within 5 miles of the Town. A SurveyMonkey link will be available on the Town's website for residents to give feedback until November 30, 2014. She and Kurt will meet with Heidi and Peter of Schonheit Gardens to discuss what they will be willing to accept after the results of the survey are reviewed. It is hopeful an agreement will be in place by April 1st.
- g) Finance Report included in packet.
- h) Approval of Bills. Board Members reviewed the bills and signed the Town Board Approval cover sheet for check numbers 27019-27090 and payroll related disbursements numbered 3219-3252.
- i) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. None.

**2) NEW BUSINESS**

- a) Resolution 11192014C Conditionally Approving Windswept Final Plat Ayers gave history. Motion: Berg/Nimmow to adopt Resolution 11192014C Conditionally Approving Windswept Final Plat. Motion carried.

- b) Resolution 11192014D Conditionally Approving the Conditional Use Permit and revised site plan Submitted by Brad Koning, Shulfer Architects, on behalf of Mark Hoover. Brad Koning advised the board that the building would be moved 15 feet to the north and the septic would be located to the south of the property. Also the driveway will be moved to be adjacent to the intersection. The hours of operation were revised from 6am to midnight to accommodate the possible coffee shop. Berg asked about drainage and if it would flow towards the back of the property. Koning indicated that it would. Motion: Nimmow/Berg to approve Resolution 11192014D Conditionally Approving the Conditional Use Permit and revised site plan submitted by Brad Koning, Shulfer Architects, on behalf of Mark Hoover. Motion carried.
- c) Adoption of the 2015 General and Utility District Budgets. Motion: Berg/Stieren to approve Adoption of the 2015 General and Utility District Budgets. Motion carried.
- d) Resolution Designating Public Depository and Authorizing Withdrawal of County, Village, Town or School District Moneys and related paperwork drafted by Bank of Sun Prairie to update bank signature cards to reflect the recent change in Board Members. Motion: Truitt/Nimmow to adopt Resolution Designating Public Depository and Authorizing Withdrawal of County, Village, Town or School District Moneys and related paperwork drafted by Bank of Sun Prairie to update bank signature cards to reflect the recent change in Board Members. Motion carried.
- e) Operator Licenses. Motion: Berg/Stieren to approve operator licenses' for Jennifer L. Tessmer and Jordan L. Steinberg. Motion carried.

### 3) OLD/UNFINISHED BUSINESS

- a) Update on options for regulating heavy truck traffic. Ayers reported that a meeting will be held with Kurt, Attorney Hughes, Annie and Peter from Mead & Hunt to go over the traffic study information on December 1, 2014.
- b) Update on Land Division/Sub Division code revision. Nothing to report.
- c) Update on Town the UWHC at The American Center Project. Kurt reported no construction until spring on the road. Utility work is being done.
- d) Update on the US 51 (Stoughton Road) Corridor Study. Nothing to report.
- e) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. Nothing to report.

### 4) COMMITTEE REPORTS (AS APPLICABLE)

- a) Plan Commission. Berg reported that the Commission met a week ago, and approved the lot line adjustment on the Sandy Gilmore property in the Forest Oaks development. A public hearing will be held at the December Board meeting.
- b) ETZ Committee. Berg reported there is a scheduled meeting for December 8, 2014 with Badger Utility.
- c) Events Committee. Ayers reported she is communicating with the Token Creek Lions Club in regards to the future of the Town picnic and Easter Egg Hunt. Room tax money is collected through the end of 2014 and is available if requested. Ayers noted that the Lions Club has already indicated they have no interest taking over the Town picnic.
- d) Parks Commission. Stieren reported the Commission met in October. A list of neighborhood contacts was divided amongst Commission members and a future

meeting date of February 23, 2015 will be held with neighborhood association leaders. Next meeting is November 24, 2014 at 6:30 p.m.

- e) NECC. Nimmow reported no concerns at the October meeting. Ayers added that the 2015 budget was adopted.
- f) DATC. Ayers reported next meeting is on December 15, 2014.

Motion: Berg/Stieren to convene into closed session. Roll call taken, all Aye.

- 5) **CLOSED SESSION. THE TOWN BOARD WILL CONVENE INTO CLOSED SESSION PURSUANT TO WIS. STAT. SEC. 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 receive an update on the status of the current EMS contract and **PURSUANT TO WIS. 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 a title change for the Clerk/Treasurer position
- 6) **OPEN SESSION. THE TOWN BOARD WILL RECONVENE INTO OPEN SESSION PURSUANT TO WIS. STATUTES 19.85(2) FOR DISCUSSION AND POSSIBLE ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION.** Motion: Stieren/Nimmow to reconvene in open session. Roll call taken, all Aye.
- 7) **POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION.** Motion: Truitt/Nimmow to obtain information from the City of Madison regarding EMS service rates for 2023 and beyond. Motion carried.

Motion: Nimmow/Stieren to adopt the Administrator/Clerk/Treasurer position description as presented and approved the title change of the same for Ayers effective January 1, 2015. Motion carried. The Town Board noted that this title change is specific to Ayers and reserves the right to revert back to a Clerk/Treasurer position for future hires. Motion carried.

- 8) **NEXT MEETING DATE** December 17, 2014
- 9) **ADJOURNMENT** Motion: Berg/Nimmow to adjourn. Meeting adjourned at 7:32 p.m.

By: Kim Peterson,  
Deputy Clerk/Treasurer  
12/11/2014

**TOWN OF BURKE-BOARD MEETING, December 17, 2014**  
**Which Began At 6:02pm**

Board members in attendance: Chairman Viney, Supervisor Berg, Supervisor Stieren, Supervisor Nimmow and Supervisor Truitt. Also in attendance: Brenda Ayers, Clerk/Treasurer; Ron Kurt, Public Works Lead; and Kim Peterson, Deputy Clerk/Treasurer. See attached list for other interested parties in attendance.

**ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION**

**1) ADMINISTRATIVE**

- a) It was determination that a quorum is present and that the meeting was properly posted.
- b) Call to Order at 6:02pm.
- c) The Pledge of Allegiance was recited.
- d) Public Hearing regarding a two lot Certified Survey Map (CSM) submitted by Mary S. Miller on behalf of the Estate of Sandra Gilmore for the purpose of adjusting the lot lines on two parcels owned by the estate so an existing shed will be on only one property. Property located at 3180 Forest Oaks Dr, Sun Prairie. Parcel numbers 0810-364-8070-4 and 0810-364-8000-8. No public comments.
- e) Approval of minutes from the November 19, 2014 Board meeting. Motion: Nimmow/Berg to approve minutes as submitted. Motion carried.
- f) Public Works report. Kurt reported they have been working on trucks and equipment. The '09 1 ton had the transmission control module fixed. Not many snow events this season so salt usage is down. They will continue trimming trees. Kurt continues to work on numbers for replacement of 1 ton. He would like to try get away from a steel box and possibly go to stainless which would withstand the life of the truck. Also looking at V-plow vs. straight and gas vs. diesel.
- g) Clerk/Treasurer report. Ayers reported tax bills mailed on the 9<sup>th</sup> of December. Also, there are DVD's available regarding ethics and other topics if board members are interested in looking at them please see her.
- h) Finance Report. Cash on Hand included in packet. Peterson reported \$785,925.65 dollars has been collected in tax payments.
- i) Approval of Bills. Members reviewed the bills and signed the Town Board Approval cover sheet for check numbers 27091-27128 and payroll related disbursements numbered 3253-3280.
- j) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. No comments.

**2) NEW BUSINESS**

- a) Resolution 12172014A Conditionally Approving a Two Lot CSM Submitted by Mary S. Miller on behalf of the Estate of Sandra Gilmore. Berg reported that the Millers came before Plan Commission on November 12, 2014 to bring the two lot CSM before them due to the fact that a shed was built on property where the lot line was. Motion: Berg/Nimmow to approve Resolution 12172014A Conditionally Approving a Two Lot CSM Submitted by Mary S. Miller on behalf of the Estate of Sandra Gilmore. Motion carried.
- b) Resolution 12172014B Approving Public Improvements to Date and Reducing the Letter of Credit for the Wood Ger Development. Ayers reported everything

has been done except the final lift on the roads. All outstanding bills due to the Town have been paid. Motion: Truitt/Berg to approve Resolution 12172014B Approving Public Improvements to Date and Reducing the Letter of Credit for the Wood Ger Deveolpment. Motion carried.

- c) Ordinance 12172014A Rescinding the Room Tax Effective 1/1/2015. Motion: Nimmow/Stieren to approve Ordinance 12172014A Rescinding the Room Tax Effective 1/1/2015. Motion carried.
- d) Ordinance 12172014B Regarding Implements of Husbandry. Ayers provided a summary of options the Town could take. Motion: Nimmow/Stieren to adopt Ordinance 12177014B opting out of Implements of Husbandry length and weight limits. Motion carried.
- e) Request from the City of Madison to assume responsibility for Eagle Crest and Zeier Sanitary Districts. Ayers reported that she had been approached in regards to the City taking over the two sanitary districts and that she would like to work with them. Ayers noted that the sewer is already connected to the City however the cost for repairs and maintenance is currently the Town's responsibility. The City is much more equipped for emergencies, repairs and maintenance. Nimmow asked if the City didn't know who get a hold of at the Town of Burke for an emergency. Berg noted the benefit is less than what we have to pay out. Ayers advised that the money taken in for Eagle Crest and Zeier goes into a reserve for maintenance and repairs. Viney advised that a public hearing should be held. Truitt also added that a public hearing would be favorable to give the residents a chance to voice their opinion. Motion: Berg/ to pursue an agreement for the City to assume responsibility for Eagle Crest and Zeier Sanitary Districts. Motion failed due to lack of second. Motion: Nimmow/Truitt to have public hearing regarding the request from the City of Madison to assume responsibility for the Eagle Crest and Zeier Sanitary Districts. Berg/Stieren added a friendly amendment to authorize Ayers to continue discussions with the City. Motion carried.
- f) Renewal of Cooper land agreement. Motion: Berg/Nimmow to continue the current terms of the Cooper land rental agreement. Motion carried.
- g) Operator Licenses. None.

### 3) OLD/UNFINISHED BUSINESS

- a) Update on options for regulating heavy truck traffic. Kurt reported that a meeting will be held December 18, 2014 with users of the truck route roads.
- b) Update on Land Division/Sub Division code revision. No update.
- c) Update on Town the UWHC at The American Center Project. No update.
- d) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. No update.

### 4) COMMITTEE REPORTS (AS APPLICABLE)

- a) Plan Commission. Berg reported they met last week regarding Shelter from the Storm Ministries. They are asking for the conditional use permit because the property is currently not zoned appropriately. They have done their homework and he is confident it would be a good fit.
- b) ETZ Committee. Berg reported they met on December 8<sup>th</sup> in regards to Badger Utility. Selfhim and Ayers were vigilant in keeping the road fee condition in the agreement. It was agreed the condition would remain and Mark Roffers of De Forest would work out the language.

- c) Events Committee. Kurt reported that Bert has the trees ordered. Arbor Day will be held April 25, 2015. Kurt and Ayers will be volunteering since RJ and Lori are gone. They will look for donations for the hot dogs etc.
- d) Parks Commission. Stieren reported they met on Monday and compiled a list of what was in the parks. They would like to put up some shelters in some of the parks that currently do not have them. He asked Ayers the process. Ayers advised that they should get quotes/bids and then it would be submitted to the Town Board. The Board would make the final decision.
- e) NECC No update. Next meeting January 26, 2015.
- f) DATC. No update.

5) NEXT MEETING DATE January 21, 2015.

6) ADJOURNMENT Motion: Nimmow/Stieren to adjourn. Meeting adjourned at 7:23 p.m.





**Appendix B**  
**Storm Water Management Program**  
**IV.a.2 (Dane Co. only)**

IV.a.3  
IV.a.4.  
IV.b.4.  
IV.c.1.  
IV.c.2.  
IV.c.3.  
IV.c.4.  
IV.d.2.  
IV.d.3.  
IV.d.5.  
IV.e.1.  
IV.e.2.  
IV.e.4.  
IV.f.1.  
IV.f.2.  
IV.f.3.  
IV.f.4.  
IV.f.5.  
IV.f.6.  
IV.f.8.  
IV.f.9.  
IV.f.10.  
IV.f.11.  
IV.g.1.  
IV.g.2.

**Attachments:**

**B-1: MAMSWaP Information and Education Work Plan**

**B-2: Illicit Discharge Detection and Elimination System Program**



## Appendix B Storm Water Management Program

### **IV.a.3. Describe how any materials produced by Dane County on behalf of the municipality have been used and/or distributed. Provide examples.**

The Town of Burke has made any information and education materials produced by Dane County available at Town Hall. Flyers and brochures are printed and are available in the lobby and/or are posted on the bulletin board at Town Hall. The Town has determined that this is the most effective means of reaching the Town's residents. The Town's website ([www.townofburke.com](http://www.townofburke.com)) also has a link to Dane County's website, which provides information on the Joint Information and Education Program.

Included in Attachment B-1 is the MAMSWaP Information & Education Plan for 2013-2014.

### **IV.a.4. Describe any individual information and education activities undertaken for the reporting year, including any materials produced and their distribution. Provide examples. Include an assessment of the effectiveness of reaching targeted audiences and delivery of intended messages.**

The Town of Burke provides seasonal information on composting and yard waste disposal through the Town's website ([www.townofburke.com](http://www.townofburke.com)). This appears to be an effective method to reach the community regarding composting and yard waste disposal.

### **IV.b.4. Describe the opportunities and types of forums for public involvement and participation in permit related activities that occurred during the reporting year. Include an assessment of the effectiveness of efforts to involve the public and the level of participation.**

Building public support and getting political consensus for storm water management programs requires planning, communication, and perseverance. The Town of Burke realizes that public involvement is vital to the success of a storm water management program. Involving members of various groups, as well as residents, helps to ensure that key groups feel involved in the decision making process. As a result, the Town storm water management program will be more likely to receive widespread support and be implemented successfully. Also, elected officials are more likely to support programs that have extensive public support. The Town allows and encourages public comment.

### **IV.c.1. Describe the illicit discharge and elimination program developed to comply with the permit. Include information on the municipality's strategy to prevent, detect, and eliminate all types of illicit discharges; how priorities are established for field screening and the methodologies to be used for field screening; and procedures for responding to and rectifying illicit discharges to the MS4,**

**including spills, improper disposal of waste or dumping. Also include an assessment of the effectiveness of detection and elimination of illicit discharges, prevention of improper disposal of waste and dumping, the handling of spills, and any enforcement efforts involving these activities.**

The illicit discharge and elimination program is designed to detect and remove illicit discharges and improper disposal of wastes into the MS4 and waters of the state. The program follows the required activities outlined in Section C (3) of the Permit. Components of the program include field screening, investigation of potential illicit discharges, elimination of potential illicit discharges, and reporting procedures. The specific methodologies and procedures are detailed in the illicit discharge and elimination program, which is provided as Attachment B-2.

As indicated in the 2006 Annual Report, the Town has modified its Illicit Discharge Program to field screen outfalls in the spring only. If an outfall has an illicit discharge, suspected, and/or confirmed, that outfall(s) will be reevaluated in the fall. No illicit discharges were suspected during the spring field screening. Therefore no additional screening was completed.

#### **IV.c.2. Results of Field Screening**

The results of the field screening for 2013 and 2014 are included in Attachment B-2.

#### **IV.c.3. Investigation of spills, improper disposal of waste or dumping**

For the year 2013 and 2014, the Town did not investigate any instances of spills, improper disposal of waste or dumping.

#### **IV.c.4. Describe how the municipality facilitates public reporting of illicit discharges.**

The Town welcomes any comments, questions or concerns from the public. Any public reporting of illicit discharges will be addressed in the same manner as a discharge detected from field screening. The Town will attempt to locate the source of the potential discharge following the procedures outlined in the illicit discharge and elimination program (see Attachment B-2).

**IV.d.2. Construction Site Pollution Control: Describe the procedures the municipality employs to incorporate timely consideration of potential water quality impacts for construction sites and that ensure implementation of the standards of ss. NR 151.11 and 151.23, Wis. Adm. Code, or equivalent local standards. Be specific of when in the review and approval process this is done, and how the municipality ensures compliance with the standards.**

In general, the Town carries out inspection and enforcement for erosion control review for 1 and 2 family dwellings and larger developments are under the jurisdiction of Dane County. An erosion control plan is submitted to the approval authority, which then has 10 days to inform the applicant whether the plan is approved, disapproved, modified, or whether additional information is required. There were no enforcement actions by the Town in 2013 and 2014.

**IV.d.3. Construction Site Pollution Control: Describe the procedures the municipality employs for the inspection of construction sites and enforcing erosion control standards. Provide documentation of any enforcement actions taken that resulted in the issuance of a stop work order, citation, or summons for a construction site where one or more acre of land is disturbed. Include the name and address of the landowner, the site name and location, date(s) of violation(s), and the status of resolution of the enforcement action.**

The Town ordinance requires the permittee to allow access to the Town for inspections. The Dane County ordinance requires the same as well as inspections at least every 30 days.

The Town has the use of penalties, injunctions and performing the work themselves and charging for it to enforce violations. The County also has the power to issue stop work orders.

For the years 2013 and 2014, there were no enforcement actions by the Town of Burke with regards to construction site pollution control.

**IV.d.5. Assess the municipality's construction site pollution control program effectiveness in meeting the standards of ss. NR 151.11 and 151.23, Wis. Adm. Code, including enforcement efforts.**

The County has the jurisdiction for construction site pollution control and provides plan review and inspection services. The Town is unaware of any problems regarding construction site pollution control in the Town for 2013 and 2014. Because the County has jurisdiction, it is difficult for the Town to assess the program's effectiveness.

**IV.e.1. Post-Construction Site Storm Water Management: Describe the procedures the municipality employs to incorporate timely consideration of potential water quality impacts from construction sites and that ensure implementation of the standards of ss. NR 151.11 and 151.23, Wis. Adm. Code, or equivalent local standards. Be specific of when in the review and approval process this is done, and how the municipality ensures compliance with the standards.**

The County has jurisdictional authority in the Town for Post-Construction Storm Water Management and provides plan review services. The Dane County stormwater ordinance requires stormwater sediment reductions of 80% for new development and peak flow reductions for the 1-, 2-, 10-, and safely pass the 100-year storm events. There are also infiltration requirements to reduce runoff volume. Applications for a stormwater permit shall be accompanied by a detailed stormwater management plan. This plan shall be reviewed by Dane County. The applicant will be informed of the reasons for rejection or conditions of approval, if any.

**IV.e.2. Post-Construction Site Storm Water Management: Describe the procedures the municipality employs for the inspecting the construction and installation of storm water best management practices and enforcement actions to ensure compliance with post-construction storm water management standards. Provide documentation of any enforcement actions taken that resulted in the issuance of a stop work order, citation, or summons for a construction site where one or more acre of land is disturbed. Include the name and address of the landowner, the site name and location, date(s) of violation(s), and the status of resolution of the enforcement action.**

Designated County officials are allowed to enter the site for inspections. Within 10 days after installation of the practices, the permittee shall submit record drawings of the facilities to the County for inspection. Stop work orders may be issued for failure to meet the requirements of the ordinance.

Part of the permit application includes a requirement to provide a maintenance plan and schedule for all permanent stormwater management practices.

For the years 2013 and 2014, there were no enforcement actions taken by the Town of Burke in regards to compliance with post-construction storm water management standards.

**IV.e.4. Assess the municipality's post-construction site storm water management program effectiveness in meeting the standards of ss. NR 151.11 and 151.23, Wis. Adm. Code, including enforcement efforts.**

The County has the jurisdiction for post-construction site storm water management and provides plan review services; therefore it is difficult for the municipality to assess the program's effectiveness. The Town has not encountered issues regarding post-construction site storm water management in 2013 and 2014. All new developments within the Town have installed infiltration devices and/or detention basin.

#### **IV.f.1. Inventory of Long-Term Storm Water Best Management Practices**

All detention basins within the Town are privately owned and maintenance is the owner's responsibility. The Town does not own, operate, manage or maintain any other long-term storm water best management practices.

#### **IV.f.2. Procedures and schedules used for catch basin cleaning.**

The storm sewer system within the Town is inspected two times per year and cleaned if necessary. The Town mows all Town ditches twice a year and cleans out Town culverts as needed. The Town removes garbage from the ditches in the spring. Ditches are regraded as needed by contractors. The County and State are responsible for ditches and culverts on county and state right of ways. Private owners are responsible for driveway culvert cleanouts. If a private owner does not clean out their culvert as required, the Town will do the cleaning and charge back to the owner.

In 2013 and 2014, 4 cubic yards of solids were collected from catch basin cleaning each year.

#### **IV.f.3. Procedures and schedules used for street sweeping.**

The Town of Burke has just over 2.5 miles of road with curb and gutter, which are currently swept on average twice per year. All roads that do not have curb and gutter are not swept. These roads have ditches or grass swales, which are a way of managing stormwater pollution sources. The Town intends to implement a procedure to quantify the amount of solids removed due to street sweeping.

#### **IV.f.4. Procedures for roadway snow removal and de-icing. Provide information on what practice and procedures the municipality has implemented in consideration of water quality impacts from snow removal and de-icing. Include an estimate of the annual amount of salt and/or sand used for roadway de-icing.**

In the 2013 winter the Town applied approximately 613 tons of salt. In 2014, the quantities applied were 278 tons of salt. The Town no longer uses salt/sand mix to treat the roads.

#### **IV.f.5. Provide the location of all off-site snow disposal locations and describe what practices and procedures are used to protect water quality from snow and ice melt from the disposal site.**

The Town does not haul snow to an off-site location.

**IV.f.6. Provide the location of all salt storage facilities.**

The Town currently purchases salt from the City of Sun Prairie on an as needed basis. The Town does not store salt.

**IV.f.8. Procedures for the collection of leaves, yard waste, and grass clippings, and/or instruction to citizens for on-site management of these items. Provide the location of sites used by the municipality or citizens for the disposal of leaves, yard waste, and grass clippings.**

Leaves, yard waste, and grass clippings are the responsibility of the property owner. Yard waste may be burned on site, or taken to one of the Dane County Compost Sites. Information regarding the County's compost sites is available seasonally through the Town's website (<http://www.townofburke.com>).

**IV.f.9. Describe the municipality's policies and procedures for the use and application of lawn and garden fertilizers on municipally controlled properties. Include information on how these policies and procedures address pollution prevention efforts.**

Fertilizer application for Town Hall Park is contracted to a private company. The fertilizer is used for weed control and for growth of the grass. The Town does not store any fertilizer.

**IV.f.10. Describe any local program the municipality employs to regulate the private use of lawn and garden fertilizers.**

The Town does not have a formal local program to regulate the private use of lawn and garden fertilizers. Rather the Town provides good housekeeping practices information through their website.

**IV.f.11. Include an assessment of the effectiveness of the municipality's pollution prevention efforts through the municipal pollution prevention program.**

The Town developed their Pollution Prevention Program in 2004, though many of the procedures were already in place. The Town meets all the pollution prevention requirements of their storm water discharge permit. The Town works to minimize pollution at all of its facilities through good housekeeping practices.

**IV.g.1. Describe all practices that are currently in place that will be used to meet the TSS reduction percentage reported by the municipality. Describe any maintenance activities that have occurred for these practices in 2013-14.**



In 2007, an analysis was conducted for the Town of Burke to determine the urban stormwater pollution base conditions load and the amount of load reduction currently controlled by the town's existing stormwater management practices. The policies and procedures set forth by the Wisconsin Department of Natural Resources (WDNR) for developed urban area pollutant loading analysis were followed throughout the analysis. WinSLAMM version 9.2.4 was used to conduct the analysis. The area included in the pollutant loading analysis for town includes the land within the town that is also within the Urbanized Area limits (per the 2000 US Census Bureau). Developed areas adjacent to the Urbanized Area were also included. For the Town of Burke, the commercial/industrial areas along I-39/90/94 and Hwy 51 were also included.

Based on these areas and following the WDNR policies, the town's annual total suspended solids (TSS) base load is 174 tons per year. For the WPDES stormwater permit, the town was required to reduce the base load by 20 percent (or 35 tons) by the year 2008 and by 40 percent (or 70 tons) by the year 2013. The 2013 goal has been met.

Infiltration testing of grass swales in the Town of Burke was conducted on July 16, 2009. Using the dynamic infiltration rate of 2.3 inches/hour for all grassed swales in the Town of Burke, WinSLAMM version 9.2.4 was re-run to calculate the existing TSS and TP (total phosphorous) loads. The revised infiltration rate was only applied to those lands served by grasses swale systems within the Town. The new study also excluded any pollution control from grass swales serving commercial and industrial lands, because of the lack of pre-treatment devices upstream from the swales.

After accounting for all of the existing BMPs and using the field measured infiltration rates, the Town of Burke is currently reducing its pollution load by approximately 110 tons of TSS per year (a 61 percent reduction). The complete report was included as Attachment B-3 in the 2009-2010 Biennial Report.

The Town of Burke is now under the Rock River TMDL. In 2015, an updated report documenting compliance with the TMDL will be submitted to the WDNR.

**IV.g.2. Has the municipality completed an evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal?**

In 2007, an analysis was conducted for the Town of Burke to determine the urban stormwater pollution base conditions load and the amount of load reduction currently controlled by the town's existing stormwater management practices. The initial analysis was included as Attachment B-3 in the 2009-2010 Biennial Report.



**ATTACHMENT B-1**

**MAMSWaP Information & Education Plan 2015**  
**with Examples of Information & Education Materials/Activities**



# **MADISON AREA MUNICIPAL STORM WATER PARTNERSHIP 2015 ANNUAL INFORMATION AND EDUCATION WORK PLAN**

**DISTRIBUTED TO PARTNERSHIP MEMBERS ON DECEMBER 1, 2014**

The Madison Area Municipal Storm Water Partnership (MAMSWaP), under the auspices of a five-year memorandum of understanding through 2018, currently consists of 21 entities that have agreed to jointly implement storm water outreach to reduce negative storm water impacts. Members include the cities of Fitchburg, Madison, Monona, Middleton, Stoughton, Sun Prairie and Verona; the villages of Cottage Grove, DeForest, Maple Bluff, McFarland, Shorewood Hills and Waunakee; and the towns of Burke, Blooming Grove, Madison, Middleton, Westport and Windsor; Dane County and the University of Wisconsin–Madison.

The MAMSWaP Information and Education (I&E) Committee assists the Dane County Storm Water Education Coordinator (SWEC) with development and implementation of projects and plans. Regular participation on the I&E Committee has included representatives from the cities of Fitchburg, Madison, and Stoughton, Dane County and UW Madison. The I&E Committee is pleased that the Village of McFarland and Town of Westport will send representatives to the Committee in 2015, resulting in a full complement of representatives from each level of government and entity represented in the MAMSWaP group.

The MAMSWaP Annual I&E Work Plan seeks to meet or exceed the minimum requirements and elements outlined in the current WPDES Permit Number WI-S058416-3 (effective July 1, 2009 – June 30, 2014 and continuing until permit re-issuance); WPDES Permit Number WI-S050075-2 (May 1, 2014 – April 30, 2019) for the Village of Cottage Grove and City of Stoughton) by developing and implementing a coordinated, regional outreach effort using consistent messages among and between communities to reduce the quantity and improve the quality of urban storm water runoff and identify and eliminate illicit discharges. Numbered items are the specific elements from the permit language. Language for elements C(1)(b)(6) and (7) has been updated to reflected permit reissuance language anticipated by Wisconsin Department of Natural Resources staff. Points below each element are the action items for 2015.

**C.(1)(b)(1). Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.**

- Develop and distribute articles and brochures to municipalities, friends groups, community groups and neighborhood association newsletters regarding illicit discharges.
- Develop and distribute simple written materials to help the public understand illicit discharge prevention and control, in cooperation with Public Health—Madison-Dane County. Use materials as part of a broader outreach focus using multiple methods.

**C.(1)(b)(2). Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.**

- Develop environmental action list (storm drain marking, leaf management, rain garden installation, lake and stream clean up, etc.) with specific tasks for citizens, groups and others to implement.
- Seek existing BMP and other technical educational videos to demonstrate ways to minimize storm water impacts, and link to videos available on YouTube from myfairlakes.com.

- Collaborate with external partners to offer an impervious surface workshop for municipal staff, and a related campaign for the public.
- Develop and distribute articles focusing on “green developments” in central Dane County and how stormwater is managed at these sites. Develop and promote self-guided tours of some of the public sites to share these case studies, and make special efforts to reach new audiences for this material.

**C.(1)(b)(3). Promote existing City of Madison Google map of all rain barrel/rain garden locations, and direct people to public property locations of these water management features.**

- Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.
- Continue to implement the Love Your Lakes and Rivers, Don’t Leaf Them Program.
- Continue to implement the Plant Dane Program.
- Monitor leaf campaigns by other organizations include the Clean Lakes Alliance; monitor USGS/City of Madison/Dane County leaf research; share information about both as appropriate.

**C.(1)(b)(4). Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.**

- Continue to implement the Plant Dane Program.
- Develop a streambank and shoreland restoration demonstration program with related training workshops for riparian landowners. Promote programs through riparian organization communications.

**C.(1)(b)(5). Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.**

- Continue to implement the Plant Dane Program.
- Continue to promote rain barrels, including many options for purchase and installation.
- Coordinate with impervious surface action items from C(1)(b)2.

**C.(1)(b)(6). Inform and where appropriate educate those responsible for the design, installation and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices.**

- Publicize trainings for contractors, inspectors and staff, highlighting incentives for participation (including certification).
- Publicize the Dane County Erosion Control and Stormwater Management Manual.
- Promote the Wisconsin Chapter of the North American Stormwater and Erosion Control Association’s events.
- Develop and offer local training for all MAMSWaP members, so that those not able to attend NASECA training can benefit.

**C.(1)(b)(7). Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention.**

- Distribute letters and articles to businesses and associated groups.
- Promote the Wisconsin Chapter of the North American Stormwater and Erosion Control Association’s events.

**C.(1)(b)(8). Promote environmentally sensitive land development designs by developers and designers.**

- Promote the Wisconsin Chapter of the North American Stormwater and Erosion Control Association's events.
- Develop and distribute articles focusing on "green developments" in central Dane County and how stormwater is managed at these sites. Develop and promote self-guided tours of some of the public sites to share these case studies, and make special efforts to reach new audiences for this material.
- Promote local lectures and topics that could benefit developers and designers.
- Promote participation in Wisconsin Water Star webinars focused on stormwater management, and advocate to organizers that stormwater topics continue to be included.

## **Municipal Responsibilities**

It is not enough for municipalities to merely be an actively paying contributor to the Partnership. There are specific actions each municipality must do. For example, while MAMSWaP has created a useful website, each municipality needs to link to [www.myfairlakes.com](http://www.myfairlakes.com). Other examples include:

- using the articles and other information developed for municipalities in municipal newsletters or utility bill inserts,
- using displays developed for municipalities,
- providing information on municipal web sites,
- issuing press releases to local newspapers, and
- implementing storm drain marking programs.

Municipalities must document in their reports to DNR how they have used the materials developed by the I&E Committee.

## **Ongoing Tasks**

The following actions are completed and/or implemented annually by the SWEC and consume a considerable amount of the half-time hours available.

1. Quarterly reporting to member municipalities.
2. Biennial reporting to DNR.
3. Bill municipalities and track payments.
4. Develop annual work plan.
5. Update/maintain website. Add significant new material in 2015 (using suggestions provided by I&E Committee members). Monitor analytics and try to boost hits and time on site.
6. Continue salt/deicing education materials and program.
7. Continue to work with the Earth Gauge Partnership.
8. Continue to promote NASECA events.
9. Develop and distribute articles to municipalities, friends groups, community groups and neighborhood association newsletters.
10. Develop/provide presentations (PowerPoint, slides, overheads, etc.) focused on audience interests/concerns.
11. Continue maintenance and use of existing list serves and distribution lists to disseminate info.
12. Continue providing organizations and community groups' assistance and collaborating with projects (presentations, displays etc. for communities).
13. Continue promoting storm drain stenciling and marking programs.
14. Promoting the storm water curriculum developed for MAMSWaP.
15. Maintain distribution lists.

16. Publicize training for building inspectors, contractors and staff.
17. Publicize availability of the Dane County Erosion Control and Stormwater Management Manual.
18. Promote and distribute DVD and CD.
19. Promote use of Enviroscape model including finding instructional how-to video for potential demonstrators.
20. Continue to coordinate outreach with the Rock River Stormwater Group.
21. Coordinate efforts with MMSD as appropriate regarding the adaptive management pilot project in the Yahara Watershed.

## **Acknowledgments**

The Madison Area Municipal Storm Water Partnership's 2015 Annual Information and Education Work Plan was developed by the MAMSWaP I&E Committee. Committee member expertise, input and municipal cooperation was crucial for plan development and will continue to play an integral role in addressing storm water runoff in Dane County. Thank you to everyone who helped.

### **I & E Committee Members Contributing to the 2015 Annual I & E Work Plan**

Jeremy Balousek, Dane County Land and Water Resources Department

Rick Eilertson, City of Fitchburg

Mindy Habecker, Dane County – UW Extension

Sue Jones, Dane County Land and Water Resources Department

Kathy Lake, Madison Metropolitan Sewerage District

Kim McCutcheon, Wisconsin Department of Natural Resources

Rodney Scheel, City of Stoughton

Marisa Trapp, UW–Madison

Tom Wilson, Town of Westport

For more information, visit [www.myfairlakes.com](http://www.myfairlakes.com) or contact the Dane County Storm Water Education Coordinator (SWEC) at 608-224-3747 or [info@myfairlakes.com](mailto:info@myfairlakes.com).



**From:** [Jones, Susan](#)  
**To:** "Striegl, Lauren"; Terrell, C - forward; [Dave Taylor](#); [allan.coville@mcfarland.wi.us](mailto:allan.coville@mcfarland.wi.us); [anne.anderson@meadhunt.com](mailto:anne.anderson@meadhunt.com); [bakerd@vi.deforest.wi.us](mailto:bakerd@vi.deforest.wi.us); [bgriffiths@vc.wisc.edu](mailto:bgriffiths@vc.wisc.edu); [billbiesmann@kjohnsonengineers.com](mailto:billbiesmann@kjohnsonengineers.com); [brian@tcengineers.net](mailto:brian@tcengineers.net); [cchristenson@cityofsunprairie.com](mailto:cchristenson@cityofsunprairie.com); [cnahn@tds.net](mailto:cnahn@tds.net); [Connors, Kevin](mailto:Connors, Kevin); [Debbie@ma-rs.org](mailto:Debbie@ma-rs.org); [don.peterson@mcfarland.wi.us](mailto:don.peterson@mcfarland.wi.us); [dseverson@cityofsunprairie.com](mailto:dseverson@cityofsunprairie.com); [dstephany@ci.monona.wi.us](mailto:dstephany@ci.monona.wi.us); [eric.rortvedt@wisconsin.gov](mailto:eric.rortvedt@wisconsin.gov); [ethompson@msa-ps.com](mailto:ethompson@msa-ps.com); [felipe.avila@city.fitchburg.wi.us](mailto:felipe.avila@city.fitchburg.wi.us); [Fries, Gregory](mailto:Fries, Gregory); [ghuth@ci.middleton.wi.us](mailto:ghuth@ci.middleton.wi.us); [Harder, Joshua](mailto:Harder, Joshua); [info@town.middleton.wi.us](mailto:info@town.middleton.wi.us); [Janine Glaeser](mailto:Janine Glaeser); [Balousek, Jeremy](mailto:Balousek, Jeremy); [jhessling@village.cottage-grove.wi.us](mailto:jhessling@village.cottage-grove.wi.us); [Jim Bachhuber \(jbachhuber@brwnald.com\)](mailto:Jim Bachhuber (jbachhuber@brwnald.com)); [jim.bertolacini@wisconsin.gov](mailto:jim.bertolacini@wisconsin.gov); [Jon.Lindert@Strand.com](mailto:Jon.Lindert@Strand.com); [jorwin@fpm.wisc.edu](mailto:jorwin@fpm.wisc.edu); [Kathy Lake](mailto:Kathy Lake); [keven@vil.waunakee.wi.us](mailto:keven@vil.waunakee.wi.us); [kevin@windsorwi.gov](mailto:kevin@windsorwi.gov); [Kim McCutcheon](mailto:Kim McCutcheon); [kpfrantz@shorewood-hills.org](mailto:kpfrantz@shorewood-hills.org); [laytonenv@wctc.net](mailto:laytonenv@wctc.net); [Mark Barden](mailto:Mark Barden); [marty.cieslik@ci.verona.wi.us](mailto:marty.cieslik@ci.verona.wi.us); [Matt Collins](mailto:Matt Collins); [Dailey, Michael](mailto:Dailey, Michael); [Mike Wolf](mailto:Mike Wolf); [Kakuska, Michael](mailto:Kakuska, Michael); [mtrapp@fpm.wisc.edu](mailto:mtrapp@fpm.wisc.edu); [oberle@execpc.com](mailto:oberle@execpc.com); [Ralph North](mailto:Ralph North); [Rich Weihert](mailto:Rich Weihert); [Rick.Eilertson@city.fitchburg.wi.us](mailto:Rick.Eilertson@city.fitchburg.wi.us); [rjscheel@ci.stoughton.wi.us](mailto:rjscheel@ci.stoughton.wi.us); [ron.rieder@ci.verona.wi.us](mailto:ron.rieder@ci.verona.wi.us); [roser@town.madison.wi.us](mailto:roser@town.madison.wi.us); [Phillips, Robert](mailto:Phillips, Robert); [schu@vierbicher.com](mailto:schu@vierbicher.com); [taschroeder@hotmail.com](mailto:taschroeder@hotmail.com); [Jacobson, Thera](mailto:Jacobson, Thera); [tim.astfalk@meadhunt.com](mailto:tim.astfalk@meadhunt.com); [Tom Veith](mailto:Tom Veith); [townofburke@frontier.com](mailto:townofburke@frontier.com); [townofdunkirk@att.net](mailto:townofdunkirk@att.net); [Wilson, Thomas G](mailto:Wilson, Thomas G); [wendy.braun@dot.state.wi.us](mailto:wendy.braun@dot.state.wi.us); [Amy.Garbe@wisconsin.gov](mailto:Amy.Garbe@wisconsin.gov); [paul@cleanlakesalliance.com](mailto:paul@cleanlakesalliance.com); [james@cleanlakesalliance.com](mailto:james@cleanlakesalliance.com)  
**Subject:** RE: MAMSWaP Meeting Agenda  
**Date:** Monday, September 08, 2014 5:39:11 PM

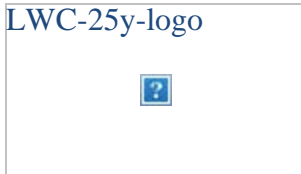
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Love Your Lakes (and Rivers), Don't Leaf Them!

The leaf season is rapidly approaching, so at Thursday's meeting come prepared to take away yard signs, "leafism" coasters, brochures and flyers to distribute in your municipality, as part of the annual MAMSWaP campaign to encourage area residents to manage leaves and yard waste to minimize phosphorus runoff. More about this year's campaign on Thursday. See you then!

Sue Jones

LWC-25y-logo



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**Susan A. Jones**, AICP, Watershed Management Coordinator  
Office of Lakes and Watersheds  
Dane County Land and Water Resources Department  
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"like" us on Facebook: <http://www.facebook.com/dane.county.waters>  
**OR text like dane.county.waters to 32665**

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**From:** Striegl, Lauren [<mailto:LStriegl@cityofmadison.com>]  
**Sent:** Monday, September 08, 2014 7:58 AM  
**To:** Terrell, C - forward; [Dave Taylor](#); [allan.coville@mcfarland.wi.us](mailto:allan.coville@mcfarland.wi.us); [anne.anderson@meadhunt.com](mailto:anne.anderson@meadhunt.com); [bakerd@vi.deforest.wi.us](mailto:bakerd@vi.deforest.wi.us); [bgriffiths@vc.wisc.edu](mailto:bgriffiths@vc.wisc.edu); [billbiesmann@kjohnsonengineers.com](mailto:billbiesmann@kjohnsonengineers.com); [brian@tcengineers.net](mailto:brian@tcengineers.net); [cchristenson@cityofsunprairie.com](mailto:cchristenson@cityofsunprairie.com); [cnahn@tds.net](mailto:cnahn@tds.net); [Connors, Kevin](mailto:Connors, Kevin); [Debbie@ma-rs.org](mailto:Debbie@ma-rs.org); [don.peterson@mcfarland.wi.us](mailto:don.peterson@mcfarland.wi.us); [dseverson@cityofsunprairie.com](mailto:dseverson@cityofsunprairie.com); [dstephany@ci.monona.wi.us](mailto:dstephany@ci.monona.wi.us); [eric.rortvedt@wisconsin.gov](mailto:eric.rortvedt@wisconsin.gov); [ethompson@msa-ps.com](mailto:ethompson@msa-ps.com); [felipe.avila@city.fitchburg.wi.us](mailto:felipe.avila@city.fitchburg.wi.us); [Fries, Gregory](mailto:Fries, Gregory); [ghuth@ci.middleton.wi.us](mailto:ghuth@ci.middleton.wi.us); [Harder, Joshua](mailto:Harder, Joshua); [info@town.middleton.wi.us](mailto:info@town.middleton.wi.us); [Janine Glaeser](mailto:Janine Glaeser); [Balousek, Jeremy](mailto:Balousek, Jeremy); [jhessling@village.cottage-grove.wi.us](mailto:jhessling@village.cottage-grove.wi.us); [Jim Bachhuber \(jbachhuber@brwnald.com\)](mailto:Jim Bachhuber (jbachhuber@brwnald.com)); [jim.bertolacini@wisconsin.gov](mailto:jim.bertolacini@wisconsin.gov); [Jon.Lindert@Strand.com](mailto:Jon.Lindert@Strand.com); [Jones, Susan](mailto:Jones, Susan); [jorwin@fpm.wisc.edu](mailto:jorwin@fpm.wisc.edu); [Kathy Lake](mailto:Kathy Lake); [keven@vil.waunakee.wi.us](mailto:keven@vil.waunakee.wi.us); [kevin@windsorwi.gov](mailto:kevin@windsorwi.gov); [Kim McCutcheon](mailto:Kim McCutcheon); [kpfrantz@shorewood-hills.org](mailto:kpfrantz@shorewood-hills.org); [laytonenv@wctc.net](mailto:laytonenv@wctc.net); [Mark Barden](mailto:Mark Barden); [marty.cieslik@ci.verona.wi.us](mailto:marty.cieslik@ci.verona.wi.us); [Matt Collins](mailto:Matt Collins); [Dailey, Michael](mailto:Dailey, Michael); [Mike Wolf](mailto:Mike Wolf); [Kakuska, Michael](mailto:Kakuska, Michael); [mtrapp@fpm.wisc.edu](mailto:mtrapp@fpm.wisc.edu); [oberle@execpc.com](mailto:oberle@execpc.com); [Ralph North](mailto:Ralph North); [Rich Weihert](mailto:Rich Weihert); [Rick.Eilertson@city.fitchburg.wi.us](mailto:Rick.Eilertson@city.fitchburg.wi.us); [rjscheel@ci.stoughton.wi.us](mailto:rjscheel@ci.stoughton.wi.us); [ron.rieder@ci.verona.wi.us](mailto:ron.rieder@ci.verona.wi.us); [roser@town.madison.wi.us](mailto:roser@town.madison.wi.us); [Phillips, Robert](mailto:Phillips, Robert); [schu@vierbicher.com](mailto:schu@vierbicher.com); [taschroeder@hotmail.com](mailto:taschroeder@hotmail.com); [Thera](mailto:Thera)

Jacobson; tim.astfalk@meadhunt.com; Tom Veith; townofburke@frontier.com; townofdunkirk@att.net;  
Wilson, Thomas G; wendy.braun@dot.state.wi.us; 'Amy.Garbe@wisconsin.gov';  
'paul@cleanlakesalliance.com'; 'james@cleanlakesalliance.com'

**Subject:** MAMSWaP Meeting Agenda

MAMSWaP,

Please find attached the agenda for this Thursday's (September 11<sup>th</sup>) MAMSWaP meeting, which will take place from 2pm-4pm at 1600 Emil St.

Thanks,  
Lauren

Lauren Striegl  
City of Madison - Engineering Division  
210 Martin Luther King Jr. Blvd.  
Madison, WI 53703  
608-266-4094

**From:** [Jones, Susan](#)  
**To:** ["Striegl, Lauren"; Allan Coville - Village of McFarland \(allan.coville@mcfarland.wi.us\); Amber Converse - MSA Professional Services, Inc. \(aconverse@msa-ps.com\); Anne Anderson - Mead & Hunt, Inc. \(anne.anderson@meadhunt.com\); Benjamin Griffiths - UW-Madison \(bgriffiths@vc.wisc.edu\); Bill Biesmann - KJohnson Engineers Inc. \(billbiesmann@kjohnsonengineers.com\); Brenda Ayers - Town of Burke \(townofburke@frontier.com\); Brian Berquist - Town & Country Engineering, Inc. \(brian@tcengineers.net\); Fischer, Carla; Terrell, C - forward; Chuck Nahn - Nahn & Associates \(cnahn@tds.net\); Clinton Christenson - City of Sun Prairie \(christenson@cityofsunprairie.com\); Cory Buske - Town of Blooming Grove \(pw@blmgrove.com\); Craig Mathews - Vierbicher Associates, Inc. \(cmat@vierbicher.com\); Daniel Stephany - City of Monona \(dstephany@ci.monona.wi.us\); Daryl Severson - City of Sun Prairie \(dseverson@cityofsunprairie.com\); Dave Taylor - MMSD \(davet@madsewer.org\); Deane Baker - Village of DeForest \(bakerd@vi.deforest.wi.us\); Debbie Hatfield - Montgomery Associates Resource Solutions \(Debbie@ma-rs.org\); Eric Rindfleisch - Village of McFarland \(eric.rindfleisch@mcfarland.wi.us\); Eric Rortvedt - WDNR \(eric.rortvedt@wisconsin.gov\); Eric Thompson - MSA Professional Services, Inc. \(ethompson@msa-ps.com\); Erik Sorensen - MSA Professional Services, Inc. \(esorensen@msa-ps.com\); Felipe Avila - City of Fitchburg \(felipe.avila@fitchburgwi.gov\); Gary Huth - City of Middleton \(ghuth@ci.middleton.wi.us\); Gil Layton - Layton Environmental \(laytonenv@wctc.net\); Fries, Gregory; James Hessling - Village of Cottage Grove \(jhessling@village.cottage-grove.wi.us\); Balousek, Jeremy; Jim Bachhuber - Brown and Caldwell \(jbachhuber@brwnclad.com\); Jim Bertolacini - WDNR \(jim.bertolacini@wisconsin.gov\); Jon Lindert - Strand Associates, Inc. \(Jon.Lindert@Strand.com\); Harder, Joshua; Karl Frantz - Village of Shorewood Hills \(kfrantz@shorewood-hills.org\); Kathy Lake - MMSD \(kathyl@madsewer.org\); Connors, Kevin; Kevin Even - Village of Waunakee \(keven@vil.waunakee.wi.us\); Kevin Richardson - Town of Windsor \(kevin@windorwi.gov\); Kim McCutcheon - WDNR \(kim.mccutcheon@wisconsin.gov\); Kory Hunter - City of Fitchburg \(kory.hunter@fitchburgwi.gov\); Levi Ney - Mead & Hunt, Inc. \(levi.ney@meadhunt.com\); Marisa Trapp - UW-Madison \(mtrapp@fpm.wisc.edu\); Martin Cieslik - City of Verona \(marty.cieslik@ci.verona.wi.us\); Matt Collins - UW-Madison \(mcollins@fpm.wisc.edu\); Dailey, Michael; Mike Wolf - Town of Blooming Grove \(bgadmin@blmgrove.com\); Sutter, Pat; Ralph North - University of Wisconsin System \(rnorth@uwsa.edu\); Rich Weiher - City of Middleton \(rweiher@ci.middleton.wi.us\); Richard Oberle \(oberle@execpc.com\); Rick Eilertson - City of Fitchburg \(Rick.Eilertson@fitchburgwi.gov\); Rick Rose - Town of Madison \(roser@town.madison.wi.us\); Phillips, Robert; Rodney Scheel - City of Stoughton \(rjscheel@ci.stoughton.wi.us\); Ron Rieder - City of Verona \(ron.rieder@ci.verona.wi.us\); Sarah Church - Vierbicher Associates, Inc. \(schu@vierbicher.com\); Shannon Haydin - City of Monona \(shaydin@ci.monona.wi.us\); Jacobson, Theran; Tim Astfalk - Mead & Hunt, Inc. \(tim.astfalk@meadhunt.com\); Tom Schroeder - Village of Maple Bluff \(taschroeder@hotmail.com\); Tom Veith - City of Sun Prairie \(tveith@cityofsunprairie.com\); Wilson, Thomas G; Town of Dunkirk \(townofdunkirk@att.net\); Wendy Braun - WDOT \(wendy.braun@dot.state.wi.us\)](#)  
**Subject:** Love Your Lakes (and rivers) Don't Leaf Them and other I&E updates - MAMSWaP  
**Date:** Thursday, October 09, 2014 3:54:56 PM  
**Attachments:** [2014 MAMSWAP leaves.docx](#)  
[Illicit discharge municipal actions.docx](#)  
[Illicit discharge citizen.docx](#)

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## IT'S LEAF CAMPAIGN TIME!

Thanks to all the member representatives for picking up the fall leaf campaign flyers, yard signs, and coasters at the last large group meeting or shortly afterwards!

Please continue distributing these (and documenting how you did that) within your communities.

By now, almost all of the 131,000 Love Your Lakes (and rivers) flyers have been inserted in daily and weekly newspapers throughout our area. Print ads are running in the Wisconsin State Journal and Isthmus, and there will be web campaigns at Isthmus and the State Journal as well. I'll include a detailed list of these advertising placements in a later report.

Attached is a leaf campaign article for you to include in your municipal newsletters and other places where your residents look for information. Please modify the article as you'd like, and include specific information about your municipal leaf collection schedule, etc.

## TWO OTHER ARTICLES

Illicit discharge detection and elimination is an important element of our stormwater management

programs, but one that doesn't get much attention. Attached are two articles for your use, one focused on what area residents can do, and the other focused on describing how municipalities do this important work behind the scenes to improve water quality. Again, please feel free to modify these to include what your communities are doing about illicit discharges.

#### FUNDING FOR BROWNFIELDS

I just received the notice below, and include it here for you to pass along to colleagues working in this area.

#### **Grant and loan money available for brownfield projects**

DNR's Ready for Reuse grant and loan program has money available for the environmental cleanup of hazardous substances and petroleum at brownfield sites. Applications are being considered for projects that have an approved site investigation, are ready to begin cleanup activities and have enough additional funding to finish the work.

For information and assistance go to <http://dnr.wi.gov/topic/Brownfields/rlf.html> and call Christine Haag at 608-266-0244.

#### QUESTIONS, COMMENTS, SUGGESTIONS?

Please feel free to contact me.

Thanks.

Sue Jones

LWC-25y-logo



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**Susan A. Jones**, AICP, Watershed Management Coordinator  
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Dane County Land and Water Resources Department  
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"like" us on Facebook: <http://www.facebook.com/dane.county.waters>  
**OR text like dane.county.waters to 32665**

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**October 2014**

**Love Our Lakes and Rivers: Compost Leaves - Don't Place Them near the Gutter**

Another change in the season means the flaming colors of fall are beginning to blanket the treetops above. The delicious briskness in the air and migrating birds are now accompanied by spectacular shades of falling leaves all around us. Despite their vibrant colors, it's important to remember the water quality threats that leaves pose to Dane County lakes, rivers and streams. Amber piles of yard waste in the street during harvest season bring the green hue of algae blooms to our waters the following summer.

If you love the abundance of water resources we have been blessed with here in Dane County; Don't Leaf the Lakes! Keeping nutrient-rich grass clippings, leaves and other yard waste away from the street is the easiest way to help keep our waters clean. Otherwise wind and water direct stormwater runoff through leaves piled in the street. Even if the leaves never end up in the storm drain, a nutrient-rich "tea" is created when runoff passes through these leaves, and then drains into lakes and streams. These nutrients fertilize and promote algae growth.

Preliminary results from a four-year federal state and research project in our area show that phosphorus concentrations in runoff are much higher in fall in areas where municipalities do not conduct leaf pickup or street sweeping programs. Leaf removal from municipal streets is therefore a critical element in our phosphorus reduction work.

Instead of piling leaves in the street, consider composting your leaves and skipping municipal leaf collection all together. Take advantage of yard waste by making it an asset for

**Madison Area Municipal Storm Water Partnership**

c/o Dane County Land & Water Resources Department, 5201 Fen Oak Drive, Room 234, Madison, WI 53718-8827  
Phone 608-224-3746 Fax 608-224-3745 [hartwig@countyofdane.com](mailto:hartwig@countyofdane.com) [www.myfairlakes.com](http://www.myfairlakes.com)

your lawn and garden as a natural fertilizer. Compost leaves or use your lawn mower to mulch leaves directly onto your lawn. Minimize waste by spreading the mulch around trees, shrubs and gardens on your property. If you opt for municipal leaf collection and disposal, keep leaves on the terrace, not the street. Contact your local municipality for specific information on curbside pick-up dates and collection guidelines so that your leaves are at the curb for as short a time as possible.

No matter how far we live from the water's edge, storm drains or ditches near us lead to the nearest lake or stream, so each of us shares the responsibility of limiting nutrient growth in our lakes by keep leaves out of the street. Show your love for our lakes by displaying your very own "Love Your Lakes, Don't Leaf Them" yard sign. For more information, or to obtain yard signs visit [www.myfairlakes.com](http://www.myfairlakes.com) or call 608-224-3764. Visit your local town/village/city hall and inquire about helpful tips, flyers and signs that emphasize the importance of eliminating algae-feeding nutrients from entering storm drains.



*The Madison Area Municipal Storm Water Partnership is working with the Rock River Stormwater Group to reduce the amount of pollution making its way to our lakes and streams. The Yahara chain of lakes and the Yahara River both ultimately drain to the Rock River. Both groups thank you for helping to Renew the Rock by reducing stormwater pollution throughout the Rock River area. Learn more at [www.myfairlakes.com](http://www.myfairlakes.com) and [www.renewtherock.com](http://www.renewtherock.com).*

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**October 2014**

### **Town, Village and City Actions Keep Water Clean**

In central Dane County, towns, villages, cities, Dane County and UW-Madison work together to limit pollution entering waterways from storm water runoff. These municipal efforts meet state and federal permitting requirements and maintain healthy freshwater ecosystems. One of the most important ways they do this is by detecting and removing improper discharges of water into their systems of storm drains, pipes, greenways, ponds and storm ditches. These “illicit discharge” programs keep nutrients, toxic substances, metals, oils and grease, solvents, harmful microbes, and other debris from harming natural communities of fish, plants, insects and other beneficial organisms.

Some examples of illegal discharges to the stormwater conveyance system are indirect connections, such as leaks of wastewater from crushed or collapsed sanitary sewer pipes, or from defective septic tanks. Other illegal discharges are direct unpermitted wastewater pipe connections, such as from a commercial car wash or dishwasher or laundry wastewater, into the storm drain system. Other illicit discharges include illegal dumping of cleaning chemicals, paint, automotive fluids, and discharges of human waste from boats and recreational vehicles. These are a problem because, unlike wastewater that flows to a wastewater treatment plant, storm water flows to waterways without any treatment and may carry pollutants that degrade water quality.

One of the ways that municipalities identify and eliminate these pollution sources is by conducting regular inspections to identify potential illegal connections to their storm water conveyance systems. For example, municipal inspectors check to see if liquid is flowing in storm water outfalls, even when it hasn’t rained for quite awhile. This flow in dry weather could indicate that nearby indoor plumbing is illegally connected to the storm drainage system. The inspectors follow up on citizen complaints of strong, unusual odors and stains.

Municipalities also find the source of spills by checking manholes along the drainage system to identify where a discharge enters the system, clean them up, encourage voluntary compliance, and may fine a deliberate violator when appropriate. Municipal staff look for things that most residents don’t think about, such as leaking garbage dumpsters, particularly those that

#### **Madison Area Municipal Storm Water Partnership**

c/o Dane County Land & Water Resources Department, 5201 Fen Oak Drive, Room 234, Madison, WI 53718-8827  
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contain decomposing food waste. One great new practice being used in our area is the effective use of concrete washout boxes (see photo), which provide a great alternative to illegal dumping in the storm drain inlet. All of these actions are important, because these are sources of pollution that ultimately drain to our lakes, streams and wetlands.



Area residents can help keep our waters clean by reporting anyone pouring something into a storm drain inlet, ditch or stream. The Madison Area Municipal Storm Water Partnership website, [www.myfairlakes.com](http://www.myfairlakes.com), can direct you to your local contact.

*This article is brought to you by the Madison Area Municipal Storm Water Partnership, working with the Rock River Stormwater Group to reduce the amount of pollution making its way to our lakes and streams. The Yahara chain of lakes and the Yahara River both ultimately drain to the Rock River. Both groups thank you for helping to Renew the Rock by reducing stormwater pollution throughout the Rock River area. Learn more at [www.myfairlakes.com](http://www.myfairlakes.com) and [www.renewtherock.com](http://www.renewtherock.com).*

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**October 2014**

### **Water Quality Experts Ask for Help with “Illicit Discharges”**

Residents, businesses and municipalities in our area are working to keep our lakes and rivers clean by keeping pollution out of the stormwater system. People sometimes dump things on the ground or into storm sewers that can harm our waters. When anything other than clear stormwater ends up in the stormwater system, water quality experts start using fancy terms like “illicit discharges” and “hazardous substance spills.” For a good rule of thumb for judging whether what you’re seeing is a problem, just think about how upset a parent would be if a child spilled that material into the family aquarium or swimming pool. If mom or dad would be mad, there’s a good chance you could be witnessing an “illicit discharge.” Residents and businesses can help make or keep our waters fishable and swimmable by correcting or reporting such pollution to the appropriate contacts.

Some illicit discharges are one-time events and are easy to recognize as a problem. Consider, for example, a ruptured oil pipeline or liquid manure spill, or even someone dumping paint down a storm drain. These need to be cleaned up immediately, and municipalities and Wisconsin Department of Natural Resources staff have procedures for dealing with such toxic spills. Other illicit discharges are ongoing problems and are often harder to recognize. Examples include a failed, leaking septic system or a workshop floor drain that is connected to the stormwater system instead of the wastewater sewer system.

**What can area residents do?** First, consider your own house, especially if you have an older home. Do you have any waste pipes from inside the house that go anywhere other than your sewer or septic line when they leave the house? If so, you probably have an illicit discharge problem – look for ways to redirect those pollutants to your wastewater system.

Second, pay attention in your neighborhood. Watch for signs that someone has dumped something inappropriate into a storm drain, ditch, waterway, or onto the ground – oil, paint, cleaning solvents, anything other than clean water. If you do spot such pollution, take a picture and then contact your local municipal contact or Wisconsin DNR contact to report the pollution. Visit [www.myfairlakes.com](http://www.myfairlakes.com) today for information on your local municipal contact. DNR’s spill hotline information is available at <http://dnr.wi.gov/topic/spills/>

Third, tell your community leaders and municipal contact that you support policies and practices that reduce and clean runoff, such as installation of pervious pavement, construction site erosion control measures and other stormwater best management practices.

#### **Madison Area Municipal Storm Water Partnership**

c/o Dane County Land & Water Resources Department, 5201 Fen Oak Drive, Room 234, Madison, WI 53718-8827  
Phone 608-224-3746 Fax 608-224-3745 [hartwig@countyofdane.com](mailto:hartwig@countyofdane.com) [www.myfairlakes.com](http://www.myfairlakes.com)

As a society, we have made great strides over the past 50 years in our efforts to stop polluting our lakes and rivers. We've corrected many of the worst problems, such as the direct discharge of untreated industrial and municipal wastewater into rivers. But our waterways are still not as clean as we'd like because of stormwater pollution. Please do your part to help keep our stormwater runoff clean and clear, and downstream waters fishable and swimmable.

*This article is brought to you by the Madison Area Municipal Storm Water Partnership, working with the Rock River Stormwater Group to reduce the amount of pollution making its way to our lakes and streams. The Yahara chain of lakes and the Yahara River both ultimately drain to the Rock River. Both groups thank you for helping to Renew the Rock by reducing stormwater pollution throughout the Rock River area. Learn more at [www.myfairlakes.com](http://www.myfairlakes.com) and [www.renewtherock.com](http://www.renewtherock.com).*

###

**From:** [Jones, Susan](#)  
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**Subject:** Please promote salt reduction workshops - MAMSWaP  
**Date:** Thursday, October 09, 2014 4:09:56 PM  
**Attachments:** [2014RoadwayWorkshop.pdf](#)  
[2014ParkingLotWorkshop.pdf](#)

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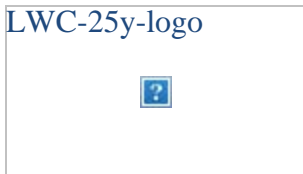
You'll recall that at the last large MAMSWaP group meeting, we discussed holding two salt reduction workshops in November. Attached are flyers promoting those workshops on November 13 and 14. Please help us get the word out and encourage people in your communities to register!

For the next week or so we want to make special efforts to register MAMSWaP community people, and after that we'll promote the workshops more broadly.

Thank you for your help!

Sue Jones

LWC-25y-logo



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**Susan A. Jones**, AICP, Watershed Management Coordinator  
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Dane County Land and Water Resources Department  
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[jones.susan@countyofdane.com](mailto:jones.susan@countyofdane.com)  
608/224-3764 FAX 224-3774 [www.danewaters.com](http://www.danewaters.com)  
"like" us on Facebook: <http://www.facebook.com/dane.county.waters>  
**OR text like dane.county.waters to 32665**

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# Roadway Winter Maintenance Workshop

Sponsored by Madison Area Municipal Stormwater Partnership

## Topics

- Application Rates of Materials
- How to Calibrate Equipment
- Weather Conditions
- Storing Materials
- Environmental Effects
- Pre-Wetting
- De-Icing
- Anti-Icing

✓ Application Rates  
✓ Cost-Saving Tips  
✓ Innovative Practices

## Why is this Important?

- Save Money
- Keep Roadways Safer
- Protect Our Lakes

## Supporters

- Dane County Lakes & Watershed Commission
- Dane County Office of Lakes & Watersheds
- City of Madison Committee on the Environment
- Madison Metropolitan Sewerage District
- Southern Wisconsin Association of Public Works Supervisors
- City of Fitchburg
- Clean Lakes Alliance

## Workshop Details

- MAMSWaP members: \$20 fee before 11/3; \$30 after
- Non-members: \$40 before 11/3; \$50 after
- Cost includes lunch, training, and materials

**November 13th, 8 AM - 1 PM**  
**Fitchburg Public Library**  
**5530 Lacy Rd, Fitchburg, WI 53711**

### REGISTRATION

Complete form, mail with check payable to **Dane County Treasurer** to:

ATTN.: MAMSWaP Salt Workshop, 5201 Fen Oak Dr, Room 208, Madison, WI 53718 (Sorry, no credit cards)

Organization/Municipality \_\_\_\_\_

Number of Attendees \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Email/Phone \_\_\_\_\_

Total Amount Enclosed \_\_\_\_\_

**November 13, 2014 Roadway Winter Maintenance Workshop**



# Parking Lot, Driveway & Sidewalk Winter Maintenance Workshop

Sponsored by Madison Area Municipal Stormwater Partnership

## TOPICS

- Application Rates of Materials
- How to Calibrate Equipment
- Weather Conditions
- Storing Materials
- Environmental Effects
- Pre-Wetting
- De-Icing
- Anti-Icing

✓ Application Rates  
✓ Cost-Saving Tips  
✓ Innovative Practices

## Why is this Important?

- Save Money
- Keep Parking Lots & Sidewalks Safer
- Protect Our Lakes

## Supporters

- Dane County Lakes & Watershed Commission
- Dane County Office of Lakes & Watersheds
- City of Madison Committee on the Environment
- Madison Metropolitan Sewerage District
- Southern Wisconsin Association of Public Works Supervisors
- City of Fitchburg
- Clean Lakes Alliance

## Workshop Details

- MAMSWaP members: \$20 fee before 11/3; \$30 after
- Non-members: \$40 before 11/3; \$50 after
- Cost includes lunch, training, and materials

**November 14th, 8 AM - 1 PM**  
**Fitchburg Public Library**  
**5530 Lacy Rd, Fitchburg, WI 53711**

### REGISTRATION

Complete form, mail with check payable to **Dane County Treasurer** to:

ATTN.: MAMSWaP Salt Workshop, 5201 Fen Oak Dr, Room 208, Madison, WI 53718 (Sorry, no credit cards)

Organization/Municipality \_\_\_\_\_

Number of Attendees \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Email/Phone \_\_\_\_\_

Total Amount Enclosed \_\_\_\_\_

**November 14, 2014 Parking Lot, Driveway & Sidewalk Winter Maintenance Workshop**

**ATTACHMENT B-2**

**Illicit Discharge Monitoring Program and  
Field Screening Results**





### **Illicit Discharge (Dry Weather) Monitoring Program and Field Screening Results**

AECOM performed the dry weather monitoring by conducting a field screening review of the Town's major outfalls in accordance with the Illicit Discharge Program submitted to the WDNR. The Illicit Discharge Program was reviewed and updated as appropriate; a copy of the program is included in this attachment.

Field screening was completed after a minimum 72-hour dry period (a period described as containing non-measurable precipitation or ideally, less than 0.01 inches of rainfall). Historical precipitation information was obtained from the NOAA/National Weather Service's website.

During this monitoring program all of the Town's outfalls were either dry or, if water was present, it was stagnant and no flow was detected. There were no consistent visual parameters that identified potential serious illicit discharges that necessitated further investigation.

Figure 1, attached, shows the 2013-2014 ID/DWFS sampling points. Field forms for the spring monitoring events are also attached. Pipe size and receiving waterbody of each outfall will be determined during 2015 field screenings.

## Town of Burke

### Illicit Discharge Detection and Elimination Program

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The Town of Burke has developed the following Illicit Discharge Detection and Elimination Program in compliance with their Group Municipal Stormwater Discharge Permit. This program is designed to detect and remove illicit discharges and improper disposal of wastes into the MS4 and waters of the state. The program follows the required activities outlined in Section C (3) of the Permit. If flow is observed, suggested chemical parameters to be tested for using a field test kit include pH, total chlorine, total copper, total phenols, and detergents or surfactants, as well as observations for color, turbidity, surface sheen, odor, flow depth, flow velocity, and temperature. Pipe size and receiving waterbody of each outfall will be determined during 2015 field screenings.

#### Field Screening

- Methods shall include visual and grab sample (if flow is observed) analysis according to NR 216.07 (3), Wis. Adm. Code. Additional methods may be included.
- Safety of personnel and accessibility of the location shall be considered.
- Field screening points shall be located where practicable, at the outfall or the farthest manhole or other accessible location downstream in the system.
- Proposed field screening locations were selected based on the presence of industrial facilities, high density development, or other areas where potential illicit discharges could occur. A location table is shown below. These locations are also identified on Figure 1, attached.

#### Field Screening Locations

Outfall ID	Outfall Location	Pipe Size	Receiving Waterbody
1	Interstate Park Plat outfall	*	Token/Starkweather Creek
2	Pepsi (Hwy 19 Plat) outfall	*	Token/Starkweather Creek
3	Dovetail Outfall (Wheeler Road)	*	Token/Starkweather Creek
4	Portage Road	*	Token/Starkweather Creek
5	Maly Road	*	Token/Starkweather Creek
7	Acker Rd/ HWY 51	*	Token/Starkweather Creek



## Town of Burke

### Illicit Discharge Detection and Elimination Program

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Outfall ID	Outfall Location	Pipe Size	Receiving Waterbody
8	Cty CV/ Acker Rd	*	Token/Starkweather Creek

\* 2015 IDDE will measure pipe size for future documentation.

- Field screening is proposed to occur two times per year, as required by NR 216.07 (3). The field screening will follow the guidelines of NR 216.07 (3) for field screening and will be conducted during dry weather periods (typically at least 72 hours after any measurable rainfall). At each location, a visual inspection form will be completed, which includes information on color, turbidity, surface sheen, odor, and flow depth. If any flow is observed, two grab samples will be tested using a field test kit. The test kit will provide approximate readings for pH, total chlorine, total copper, total phenols, and detergents or surfactants. Note: For 2005 and subsequent years, the field screening will occur once per year, unless unusual flow or suspected illicit discharge is noted. If this occurs, the field screening will be conducted a second time that year.
- A rain event is considered to be 0.1 inches or more.

#### Investigation of Potential Illicit Discharges

- Dry weather flows detected in the field screening or by other methods shall be investigated. Consideration shall be given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area, and land use types.
- The following are not considered illicit discharges unless identified by either the permit holder or the Department as a significant source of pollutants to waters of the State:

water line flushing, landscape irrigation, diverted stream flows, uncontaminated ground water infiltration, uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensate, irrigation water, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool water, street wash water, fire fighting.

If any of these discharges are identified as significant sources of pollutants, the permit holder shall incorporate appropriate control measures into the storm water management program.



## **Town of Burke**

### **Illicit Discharge Detection and Elimination Program**

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- If a reasonable potential for an illicit discharge is identified in the Field Screening observations or identified by other information, the permit holder will attempt to locate the source of the potential discharge. The following procedure will generally be followed.
- The suspect outfall will be tested using the grab sample technique identified above to confirm the presence of the suspect contaminant(s).
- The sampling crew will follow the storm drainage system to the next accessible upstream manhole to confirm the flow. This procedure will be continued until little or no flow is observed in an attempt to isolate the area contributing the flow.
- The crew will make visual observations within the isolated area to further attempt to locate the source of the discharge.
- If a junction of two or more pipes is encountered during the tracking process and more than one pipe is flowing, both lines will be observed at the next upstream location to isolate the contributing flow.
- Once the location is narrowed down, the crew will search for obvious signs of illicit connections and discharges.
- Building records may be researched to identify potential cross connections and discussions will be held with building owners.

#### **Elimination of Potential Illicit Discharges**

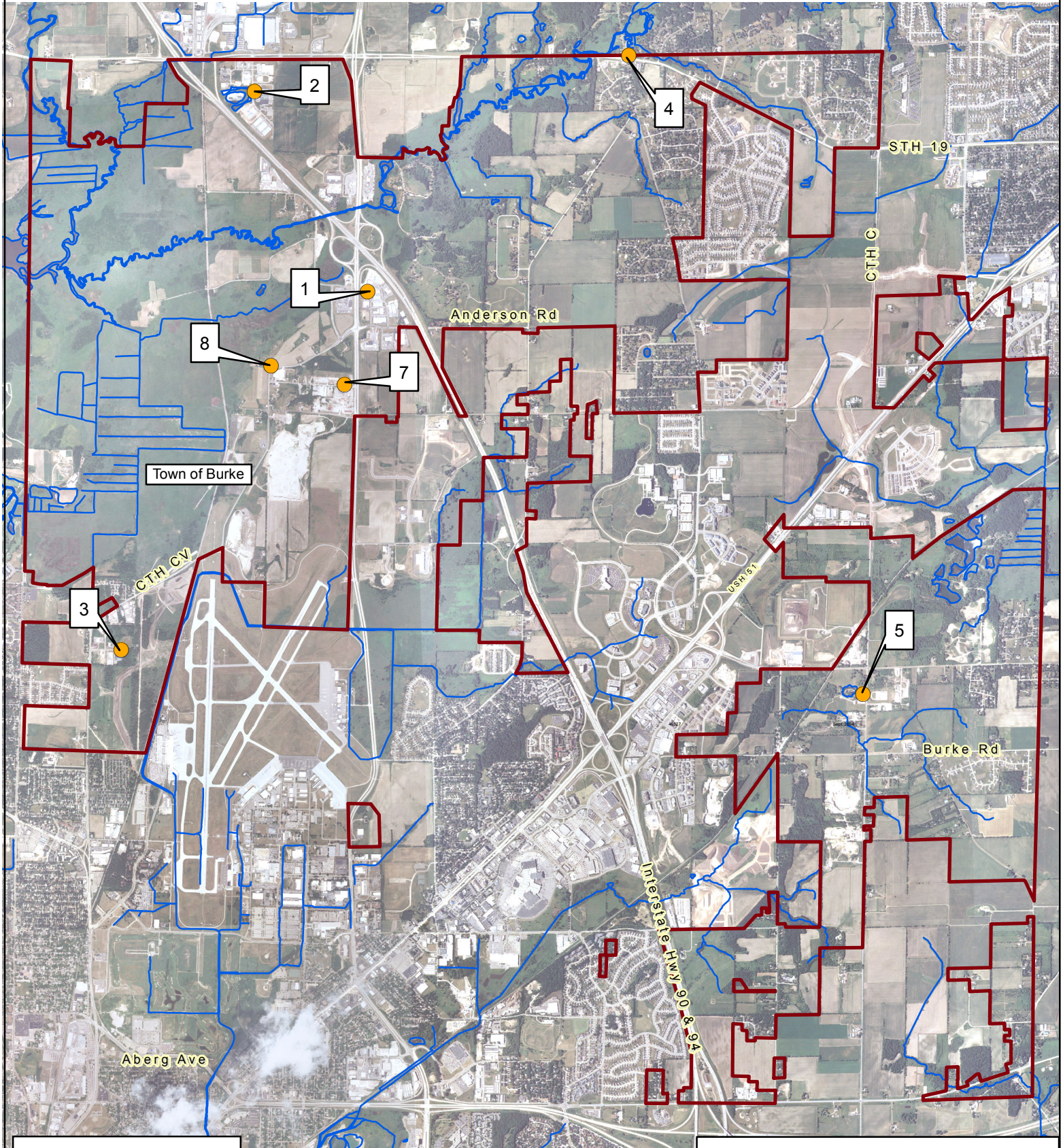
- The elimination of illicit connections shall be done as expediently as possible upon identification of responsible parties.
- Prior to disconnection, the operator of the illicit connection or illicit discharge shall take all reasonable measures to minimize the discharge of pollutants to the municipal separate storm sewer system.
- Each illicit connection/discharge discovery will be handled on a case-by-case basis. The wide variability of discharges does not allow an exact remedy or timeframe for correction to be available at this time. More complicated or costly remedies may take a longer period of time to correct.

#### **Spills, Dumping, and Improper Storage/Disposal of Waste**

Reports of spills, dumping, and improper storage/disposal of waste into storm sewers shall be investigated and followed up on with the same procedures as described above.







#### Legend

● Outfall

— Town Boundary

0 2,000 4,000  
Feet

Figure 1  
Illicit Discharge Monitoring Locations  
Town of Burke

103392

AECOM

March 2015



**VISUAL INSPECTION FORM  
FOR ILLICIT INSPECTIONS**

**Address/Location of outfall:** Burke #1 Pond at RV Dealership  
HWY 51 to Anderson Road; East onto Anderson Road; Left onto Haas Road; Pond on RV Dealership  
property.

**Outfall Type:**   X   Pipe            Ditch

**Date test is performed:** 8/9/13

**Date of last rainfall:** 8/5/13

**Amount of last rainfall:** 0.10 in.

**Is pipe/outfall active?**            Yes   X   No

**IF YES, COMPLETE SECTION BELOW**

**Water Depth in pipe:**            ft.

**Total Depth (from water surface to pipe invert):**            ft.

**Color:** ☐ Clear ☐ Yellow ☐ Grey ☐ Brown ☐ Green ☐ Other           

**Turbidity:** ☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque

**Surface Sheen:** ☐ None ☐ Oil ☐ Gasoline ☐ Scum ☐ Unknown

**Odor:** ☐ None ☐ Oil ☐ Paint ☐ SO<sub>2</sub> ☐ Fuel

☐ Sewage ☐ Decaying Vegetation ☐ Unknown

**Additional Comments/Observations:** No Flow.



**Address/Location of outfall:** Burke #2 Highway 19 Industrial Park outfall to wet detention pond  
East side of Pepsi Way, south of Hwy 19.

**VISUAL INSPECTION FORM  
FOR ILLICIT INSPECTIONS**

**Address/Location of outfall:** Burke #3 Dovetail Commercial Park  
End of Dovetail Drive off Cty CV – outfall to pond

**Outfall Type:**  X  **Pipe**   **Ditch**

**Date test is performed:** 8/9/13

**Date of last rainfall:** 8/5/13

**Amount of last rainfall:** 0.10 in.

**Is pipe/outfall active?**   **Yes**  X  **No**

**IF YES, COMPLETE SECTION BELOW**

**Water Depth in pipe:**   ft.

**Total Depth (from water surface to pipe invert):**   ft.

**Color:** ☐ Clear ☐ Yellow ☐ Grey ☐ Brown ☐ Green ☐ Other

**Turbidity:** ☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque

**Surface Sheen:** ☐ None ☐ Oil ☐ Gasoline ☐ Scum ☐ Unknown

**Odor:** ☐ None ☐ Oil ☐ Paint ☐ SO<sub>2</sub> ☐ Fuel

☐ Sewage ☐ Decaying Vegetation ☐ Unknown

**Additional Comments/Observations:** No Flow.





**VISUAL INSPECTION FORM  
FOR ILLICIT INSPECTIONS**

**Address/Location of outfall:** Burke #4 Northeast corner of Hwy 19 and Portage Road  
Outfall is from pipe under Hwy 19

**Outfall Type:** X **Pipe**          **Ditch**

**Date test is performed:** 8/9/13

**Date of last rainfall:** 8/5/13

**Amount of last rainfall:** 0.10 in.

**Is pipe/outfall active?**          **Yes** X **No**

**IF YES, COMPLETE SECTION BELOW**

**Water Depth in pipe:**          ft.

**Total Depth (from water surface to pipe invert):**          ft.

**Color:** ☐ Clear ☐ Yellow ☐ Grey ☐ Brown ☐ Green ☐ Other         

**Turbidity:** ☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque

**Surface Sheen:** ☐ None ☐ Oil ☐ Gasoline ☐ Scum ☐ Unknown

**Odor:** ☐ None ☐ Oil ☐ Paint ☐ SO<sub>2</sub> ☐ Fuel

☐ Sewage ☐ Decaying Vegetation ☐ Unknown

**Additional Comments/Observations:** No Flow.



**VISUAL INSPECTION FORM  
FOR ILLICIT INSPECTIONS**

**Address/Location of outfall:** Burke #5 Outfall under Reiner Road into Park pond  
West side of Reiner Road; South of Nelson Road. Outfalls are north of park parking lot.

**Outfall Type:**   X   Pipe            Ditch

**Date test is performed:** 8/9/13

**Date of last rainfall:** 8/5/13

**Amount of last rainfall:** 0.10 in.

**Is pipe/outfall active?**            Yes   X   No

**IF YES, COMPLETE SECTION BELOW**

**Water Depth in pipe:**            ft.

**Total Depth (from water surface to pipe invert):**            ft.

**Color:** ☐ Clear ☐ Yellow ☐ Grey ☐ Brown ☐ Green ☐ Other           

**Turbidity:** ☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque

**Surface Sheen:** ☐ None ☐ Oil ☐ Gasoline ☐ Scum ☐ Unknown

**Odor:** ☐ None ☐ Oil ☐ Paint ☐ SO<sub>2</sub> ☐ Fuel

☐ Sewage ☐ Decaying Vegetation ☐ Unknown

**Additional Comments/Observations:** No Flow.



**AECOM**

**VISUAL INSPECTION FORM  
FOR ILLICIT INSPECTIONS**

**Address/Location of outfall:** Burke #7 Commercial/Industrial Area; Inlet by Acker Road and Hwy 51. NW corner of Acker Road and Hwy 51

**Outfall Type:** X Pipe          Ditch

**Date test is performed:** 8/9/13

**Date of last rainfall:** 8/5/13

**Amount of last rainfall:** 0.10 in.

**Is pipe/outfall active?**          Yes X No

**IF YES, COMPLETE SECTION BELOW**

**Water Depth in pipe:**          ft.

**Total Depth (from water surface to pipe invert):**          ft.

**Color:** ☐ Clear ☐ Yellow ☐ Grey ☐ Brown ☐ Green ☐ Other         

**Turbidity:** ☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque

**Surface Sheen:** ☐ None ☐ Oil ☐ Gasoline ☐ Scum ☐ Unknown

**Odor:** ☐ None ☐ Oil ☐ Paint ☐ SO<sub>2</sub> ☐ Fuel

☐ Sewage ☐ Decaying Vegetation ☐ Unknown

**Additional Comments/Observations:** No Flow.



**VISUAL INSPECTION FORM  
FOR ILLICIT INSPECTIONS**

**Address/Location of outfall:** Burke #8 Bed of road along County CV north of Acker Road

**Outfall Type:**  X  **Pipe**   **Ditch**

**Date test is performed:** 8/9/13

**Date of last rainfall:** 8/5/13

**Amount of last rainfall:** 0.10 in.

**Is pipe/outfall active?**   **Yes**  X  **No**

**IF YES, COMPLETE SECTION BELOW**

**Water Depth in pipe:**   ft.

**Total Depth (from water surface to pipe invert):**   ft.

**Color:** ☐ Clear ☐ Yellow ☐ Grey ☐ Brown ☐ Green ☐ Other

**Turbidity:** ☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque

**Surface Sheen:** ☐ None ☐ Oil ☐ Gasoline ☐ Scum ☐ Unknown

**Odor:** ☐ None ☐ Oil ☐ Paint ☐ SO<sub>2</sub> ☐ Fuel

☐ Sewage ☐ Decaying Vegetation ☐ Unknown

**Additional Comments/Observations:** No Flow.





**VISUAL INSPECTION FORM  
FOR ILLICIT INSPECTIONS**

**Address/Location of outfall:** Burke #1 Pond at RV Dealership  
HWY 51 to Anderson Road; East onto Anderson Road; Left onto Haas Road; Pond on RV Dealership  
property.

**Outfall Type:**   X   Pipe            Ditch

**Date test is performed:** 8/8/14

**Date of last rainfall:** 8/4/14

**Amount of last rainfall:** 1.74 in.

**Is pipe/outfall active?**            Yes   X   No

**IF YES, COMPLETE SECTION BELOW**

**Water Depth in pipe:**   0   ft.

**Total Depth (from water surface to pipe invert):**   0   ft.

**Color:** ☐ Clear ☐ Yellow ☐ Grey ☐ Brown ☐ Green ☐ Other           

**Turbidity:** ☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque

**Surface Sheen:** ☐ None ☐ Oil ☐ Gasoline ☐ Scum ☐ Unknown

**Odor:** ☐ None ☐ Oil ☐ Paint ☐ SO<sub>2</sub> ☐ Fuel

☐ Sewage ☐ Decaying Vegetation ☐ Unknown

**Additional Comments/Observations:** No Flow. (in past has been covered by vegetation)



**VISUAL INSPECTION FORM  
FOR ILLICIT INSPECTIONS**

**Address/Location of outfall:** Burke #2 Highway 19 Industrial Park outfall to wet detention pond  
East side of Pepsi Way, south of Hwy 19.

**Outfall Type:**  X  **Pipe**   **Ditch**

**Date test is performed:** 8/8/2014

**Date of last rainfall:** 8/4/2014

**Amount of last rainfall:** 1.74 in.

**Is pipe/outfall active?**   **Yes**  X  **No**

**IF YES, COMPLETE SECTION BELOW**

**Water Depth in pipe:**  <1in  in.

**Total Depth (from water surface to pipe invert):**  <1in  in.

**Color:** ☐ Clear ☐ Yellow ☐ Grey ☐ Brown ☐ Green ☐ Other

**Turbidity:** ☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque

**Surface Sheen:** ☐ None ☐ Oil  
☐ Gasoline ☐ Scum  
☐ Unknown

**Odor:** ☐ None ☐ Oil ☐ Paint  
☐ SO<sub>2</sub> ☐ Fuel  
☐ Sewage ☐ Decaying Vegetation  
☐ Unknown

**Additional Comments/Observations:**



**AECOM**

**VISUAL INSPECTION FORM  
FOR ILLICIT INSPECTIONS**

**Address/Location of outfall:** Burke #3 Dovetail Commercial Park  
End of Dovetail Drive off Cty CV – outfall to pond

**Outfall Type:** X **Pipe**          **Ditch**

**Date test is performed:** 8/8/14

**Date of last rainfall:** 8/4/14

**Amount of last rainfall:** 1.74 in.

**Is pipe/outfall active?**          **Yes** X **No**

**IF YES, COMPLETE SECTION BELOW**

**Water Depth in pipe:** 0.5'-1' ft.

**Total Depth (from water surface to pipe invert):** 0.5'-1' ft.

**Color:** ☐ Clear ☐ Yellow ☐ Grey ☐ Brown ☒ Green ☐ Other         

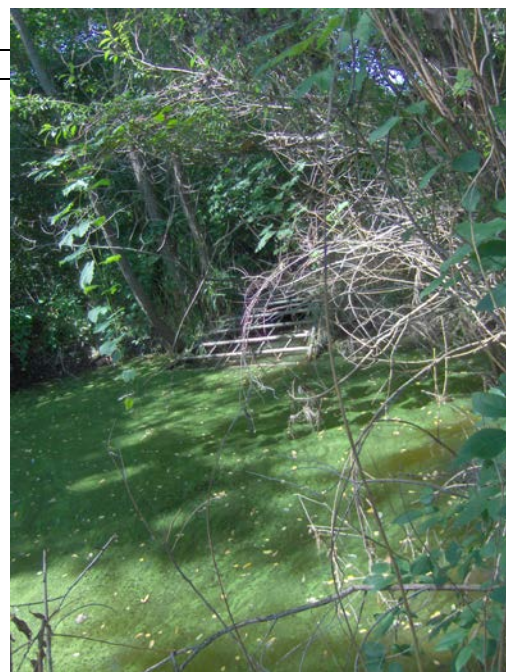
**Turbidity:** ☒ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque

**Surface Sheen:** ☐ None ☐ Oil ☐ Gasoline ☒ Scum ☐ Unknown

**Odor:** ☒ None ☐ Oil ☐ Paint ☐ SO<sub>2</sub> ☐ Fuel

☐ Sewage ☐ Decaying Vegetation ☐ Unknown

**Additional Comments/Observations:** No Flow.



**AECOM**



**VISUAL INSPECTION FORM  
FOR ILLICIT INSPECTIONS**

**Address/Location of outfall:** Burke #4 Northeast corner of Hwy 19 and Portage Road  
Outfall is from pipe under Hwy 19

**Outfall Type:** X **Pipe**          **Ditch**

**Date test is performed:** 8/8/14

**Date of last rainfall:** 8/4/14

**Amount of last rainfall:** 1.74 in.

**Is pipe/outfall active?**          **Yes** X **No**

**IF YES, COMPLETE SECTION BELOW**

**Water Depth in pipe:** <6" in.

**Total Depth (from water surface to pipe invert):** <6" in.

**Color:** ☒ Clear ☐ Yellow ☐ Grey ☐ Brown ☐ Green ☐ Other         

**Turbidity:** ☒ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque

**Surface Sheen:** ☐ None ☐ Oil ☐ Gasoline ☐ Scum ☒ Unknown

**Odor:** ☒ None ☐ Oil ☐ Paint ☐ SO<sub>2</sub> ☐ Fuel

☐ Sewage ☐ Decaying Vegetation ☐ Unknown

**Additional Comments/Observations:** No Flow.





**VISUAL INSPECTION FORM  
FOR ILLICIT INSPECTIONS**

**Address/Location of outfall:** Burke #5 Outfall under Reiner Road into Park pond  
West side of Reiner Road; South of Nelson Road. Outfalls are north of park parking lot.

**Outfall Type:**  X  **Pipe**   **Ditch**

**Date test is performed:** 8/8/14

**Date of last rainfall:** 8/4/14

**Amount of last rainfall:** 1.74 in.

**Is pipe/outfall active?**   **Yes**  X  **No**

**IF YES, COMPLETE SECTION BELOW**

**Water Depth in pipe:** 0 ft.

**Total Depth (from water surface to pipe invert):** 0 ft.

**Color:** ☐ Clear ☐ Yellow ☐ Grey ☐ Brown ☐ Green ☐ Other

**Turbidity:** ☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque

**Surface Sheen:** ☐ None ☐ Oil ☐ Gasoline ☐ Scum ☐ Unknown

**Odor:** ☐ None ☐ Oil ☐ Paint ☐ SO<sub>2</sub> ☐ Fuel

☐ Sewage ☐ Decaying Vegetation ☐ Unknown

**Additional Comments/Observations:** No Flow. Culverts are slightly buried



**AECOM**

**VISUAL INSPECTION FORM  
FOR ILLICIT INSPECTIONS**

**Address/Location of outfall:** Burke #7 Commercial/Industrial Area; Inlet by Acker Road and Hwy 51. NW corner of Acker Road and Hwy 51

**Outfall Type:**  X  Pipe   Ditch

**Date test is performed:** 8/8/14

**Date of last rainfall:** 8/4/14

**Amount of last rainfall:** 1.74 in.

**Is pipe/outfall active?**   Yes  X  No

**IF YES, COMPLETE SECTION BELOW**

**Water Depth in pipe:** 0 ft.

**Total Depth (from water surface to pipe invert):** 0 ft.

**Color:** ☐ Clear ☐ Yellow ☐ Grey ☐ Brown ☐ Green ☐ Other

**Turbidity:** ☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque

**Surface Sheen:** ☐ None ☐ Oil ☐ Gasoline ☐ Scum ☐ Unknown

**Odor:** ☐ None ☐ Oil ☐ Paint ☐ SO<sub>2</sub> ☐ Fuel

☐ Sewage ☐ Decaying Vegetation ☐ Unknown

**Additional Comments/Observations:** No Flow.





**VISUAL INSPECTION FORM  
FOR ILLICIT INSPECTIONS**

**Address/Location of outfall:** Burke #8 Bed of road along County CV north of Acker Road

**Outfall Type:** X **Pipe**          **Ditch**

**Date test is performed:** 8/8/2014

**Date of last rainfall:** 8/4/2014

**Amount of last rainfall:** 1.74 in.

**Is pipe/outfall active?**          **Yes** X **No**

**IF YES, COMPLETE SECTION BELOW**

**Water Depth in pipe:** 0 ft.

**Total Depth (from water surface to pipe invert):** 0 ft.

**Color:** ☐ Clear ☐ Yellow ☐ Grey ☐ Brown ☐ Green ☐ Other         

**Turbidity:** ☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque

**Surface Sheen:** ☐ None ☐ Oil ☐ Gasoline ☐ Scum ☐ Unknown

**Odor:** ☐ None ☐ Oil ☐ Paint ☐ SO<sub>2</sub> ☐ Fuel

☐ Sewage ☐ Decaying Vegetation ☐ Unknown

**Additional Comments/Observations:** No Flow. Inlet pictured on left. Outlet pictured to right.  
Inlet is inside of curve while outlet is outside of curve. Apron endwall needs repair. Not from pipe but milky  
brown water in ditch



**AECOM**



**Appendix C**  
**Storm Sewer System Map**  
**V.b. (City of Madison only)**



**Appendix D**  
**Water Quality Concerns**  
VI.b.  
VI.c.  
VI.d.





**Appendix D  
Water Quality Concerns**

**VI.b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 22 USC 1313(d)(1)(C)? If yes, identify:**

- **Impaired Waterbody to which the MS4 discharges.**
- **Description of actions municipality has taken to comply with section A(13) of the MS4 permit for discharges of pollutant(s) of concern to an impaired waterbody.**

Yes, the Town of Burke MS4 discharges to the following impaired waters: Token Creek, Yahara River and Rock River.

The Town of Burke is reducing its base TSS pollution load by 61% with its current Best Management Practices. More detailed descriptions are provided in Appendix B in questions IV.g.1 and IV.g.2.

**VI.c. Identify any know water quality improvements in the receiving water to which the MS4 discharges during the reporting period.**

None known.

**VI.d. Identify any know water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.**

None known.



## **Appendix E**

### **Additional Information**

**VII.a.**

**VII.b.**

**VII.c.**

**VII.f.**



**Appendix E  
Additional Information**

**VII.a. Provide a description of any revisions or proposed revisions to any element of the municipality's storm water management program.**

None in 2013 or 2014.

**VII.b. Provide an updated listing and contact information for any new industrial facilities that may be regulated under Subchapter II of NR 216, Wis. Adm. Code, and that have commenced operation during the reporting year.**

No new industrial facilities that may be regulated under Subchapter II of NR 216, Wis. Adm. Code, have commenced operation during the years 2013-2014.

**VII.c. Provide a summary of any other activities undertaken to comply with the conditions of this permit or other information the Department of Natural Resources should be aware of.**

The Town is participating in the Yahara WINS Adaptive Management pilot study as part of the Rock River TMDL. The semi-annual report is included as Attachment E-1.

**VII.f. Provide a description of the storm water utility (if one has been implemented) and any additional information that will assist the Department of Natural Resources in understanding how the utility works in the municipality.**

The Town of Burke has not investigated a storm water utility and is not planning to at this time.



**Attachment E-1**

**Yahara WINS Pilot Semi-Annual Report 2014**







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## **YAHARA WINS SEMI-ANNUAL REPORT, AUGUST 2014**

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Watershed adaptive management is a new, innovative and collaborative compliance approach designed to meet regulatory requirements for phosphorus throughout a watershed in a cost-effective manner. The Yahara Watershed Improvement Network, Yahara WINS, is made up of thirty partners testing adaptive management in the Yahara River Basin through a pilot project. Since its inception in 2012, Yahara WINS has made remarkable progress gathering community support and improving our watershed. This report complements other Yahara WINS documents and takes time to recognize what is going on within the watershed. Additional information on Yahara WINS can be found at:

<http://www.madsewer.org/Programs-Initiatives/Yahara-WINS>

### **Yahara WINS Highlights for the First Half of 2014:**

- 299 water quality samples have already been collected from USGS stations—resulting in over 1,800 analyses.
- Dane County has performed whole farm inventories on over 8,019 acres of agricultural land within the Pilot Watershed.
- The Harvestable Buffer program was successfully launched. 23,400 feet of buffers are currently being installed in the Yahara Watershed.
- Yahara WINS is providing \$80,000 to the Yahara Pride Farm Team to test and implement innovative phosphorus-reducing practices in the pilot watershed.
- The Rock River Coalition (RRC) Citizen Stream Monitoring Programs has resulted in citizen scientists collecting 73 samples this year, from which 438 tests have been analyzed.
- The Yahara WINS grant program awarded \$64,325 to six, low-cost, phosphorus reducing projects. When complete, these projects will reduce phosphorus run off by 5,200 pounds.

### **RCP – Application/Summary/Partners**

The new farm bill includes a Regional Conservation Partnership Program (RCP) that will allocate \$400 million to conservation practices over the next five years. A diverse partnership including Dane County, MMSD, Clean Lakes Alliance, Sand County Foundation and UW-Madison, submitted a pre-application for \$1.7 million over the next five years to support conservation practices in the Yahara Watershed. Recently, the team was notified that our proposal is one of 230 that have been asked to submit a full proposal by October 2, 2014. This is very exciting for the health of our watershed.

## **Upcoming in 2014**

Yahara WINs is evaluating a transition to a full-scale adaptive management project. This includes:

- Finalizing a Memorandum of Understanding with Wisconsin DNR (discussed below)
- Evaluating possible formal organizational structures
- Evaluating brokering structures and options
- Refining Yahara WINs' communications strategy
- Completing research projects to improve modeling capabilities
- Expanding the water quality monitoring network
- Installing phosphorus reducing practices on agricultural land and in urban areas
- Working with a variety of partners
- Refining the Yahara WINs cost model.

## **MS4 Partners— Modeling Updates Needed**

In order to create the most accurate model for the cost of a full-scale adaptive management project, Yahara WINs is encouraging each of our MS4 partners to update their stormwater modeling. If possible, we would like partners to develop this information by early 2015. This will also provide MS4s the basis to compare the costs of adaptive management with those of other permit compliance options.

## **Memorandum of Understanding with Wisconsin DNR**

The Madison Metropolitan Sewerage District and Wisconsin Department of Natural Resources are working to develop a Memorandum of Understanding to document areas of agreement which will help guide a full-scale Yahara WINs adaptive management project. This document reflects the collective agreement on key elements including how an adaptive management project could work in the Yahara Watershed and with relation to the Rock River Total Maximum Daily Load, how reductions will be measured, how compliance will be measured in the interim as well as at the end of the adaptive management period. This document will provide certainty and consistency for Yahara WINs partners under a full-scale adaptive management project.

## **Water Quality Monitoring Efforts Expand in the Watershed**

In the past year, Yahara WINs began taking water quality samples at the USGS monitoring station on the lower Yahara near Fulton. In addition, Yahara WINs has helped the Rock River Coalition expand citizen water quality monitoring throughout the watershed. A group of Yahara WINs partners is developing a comprehensive map showing all the water quality monitoring in the watershed so that gaps can be identified. This will help us develop an overall water quality monitoring plan for a full-scale adaptive management project.

## Strategic Communications

In 2014, Yahara WINS partners will be evaluating and revising our strategic communications strategy to effectively engage partners and convey the right information, in the right form and at the right time for our various audiences. We appreciate specific input and ideas from all interested parties—please contact Kathy Lake, [kathyl@madsewer.org](mailto:kathyl@madsewer.org), 608-222-1201, ext. 278.

## Yahara WINS Grants

In 2013, Yahara WINS awarded two grants through its reverse auction program for urban phosphorus reduction practices. One went to the City of Monona to start a Rain Garden pilot project. The other award was to the City of Madison to hire staff to increase Erosion Control inspections. Both projects have been completed. In 2014, this program was expanded to include both urban and rural phosphorus reducing practices. Six projects were funded for a total of \$64,325.

These include:

- Town of Westport/Holy Wisdom Monastery, \$15,000 for prairie restoration
- Dane County/FDC Enterprises, \$5,700 for conversion of row-crops to grassland
- Clean Lakes Alliance/Yahara Pride Farms – Uphoff Ham and Bacon Farm, \$8,125 and Wipperfurth, \$15,000 to purchase tool bars for vertical manure injection (photo 3).
- City of Monona, \$10,000 to install phosphorus removal system on stormwater pipes.
- City of Fitchburg, \$10,500 to convert an infiltration basin to increase phosphorus removal.

This program is expected to reduce total phosphorus runoff to local waterways by 5,200 pounds—almost 1000 pounds annually.

## Funding for Yahara Pride

In 2014, Yahara WINS voted to provide \$80,000 to fund Yahara Pride Farms' fall field demonstration practices and Certification Program. The funding will be used to implement phosphorus-reducing practices including the following:

- Cover crops
- Vertical manure injection
- Manure composting
- Winter manure spreading plans.



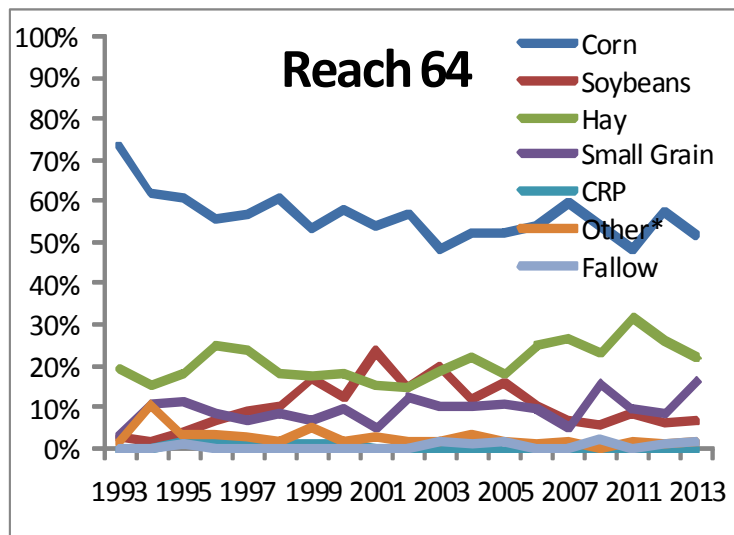
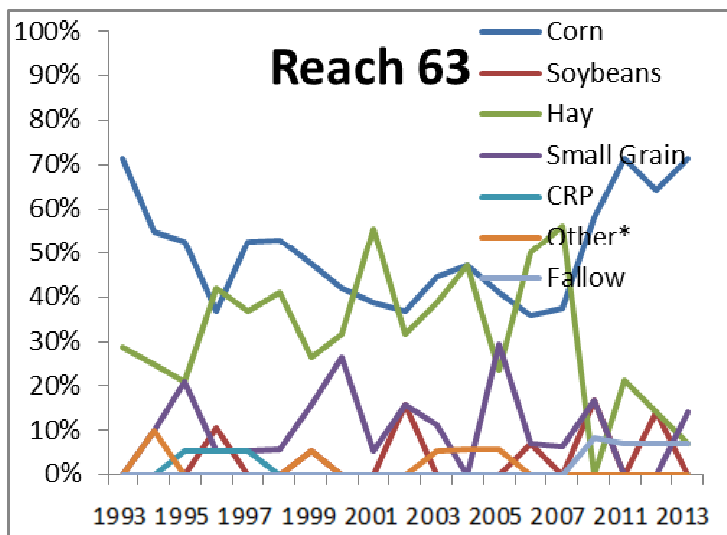
**Photo 3 - Vertical Manure Injection**

Twenty-percent of the funding will be used for the staff time of Yahara Pride's Conservation Resource Managers, which includes time spent on field data collection and analysis, SNAP-plus modeling and calculating phosphorus reductions.

As part of this grant, Yahara Pride will provide Yahara WINS calculations on actual phosphorus reductions they were able to make with this funding. Yahara Pride estimates that 2013's demonstration projects reduced phosphorus runoff by 2,800 pounds/year.

# Dane County Transect Study

Each year, Dane County Land Conservation Department (LCD) evaluates transects throughout the County. LCD staff travel through the County and evaluate what is happening at predetermined locations and compare this data to what has occurred in the past. This data was recently completed for the Yahara Watershed. Examples from two reaches in the pilot watershed are included below. In addition to the type of crop, transect data indicates tillage and groundcover changes over time. This data is another tool that will help Yahara WINs adapt over time.



## Harvestable Buffers Initiative

As part of the Yahara WINs project, Dane County Land Conservation department offered a Harvestable Buffer Program in 2014. Producers are finding value in this program and it has already been expanded twice. Producers were paid \$2500/per acre plus the cost of seed and agreed to maintain the buffers for five years. Already, about 23,400 linear feet of buffer are installed or under contract to be planted this fall and there is still demand for more harvestable buffers within the watershed. The average width of the harvestable buffers is 30-feet. To date, the project has invested \$50,000. The harvestable buffers are planted with seed mixtures including alfalfa, brome, rye and fescue. These crops provide water quality benefits as well as animal feed. The cost of this practice is under \$27 per pound of phosphorus reduced. It is possible that these buffers will remain a permanent part of many of these operations.



Photo 1 - Before Harvestable Buffer



Photo 2 - After Harvestable Buffer Installed

# Yahara WINS Budget

During 2014, Yahara WINS funding has been received from project partners, including an extra contribution from the Sand County Foundation. The majority of spending has been toward phosphorus reducing practices and monitoring. The budget allocations through July 30, 2014 are included below. In addition, approximately \$410,000 has been allocated, but not yet distributed. This includes:

## **Yahara WINS Revenue & Expenses through 7/30/14**

### **Revenue**

Sand County Foundation	50,000	
Annual Assessment to Other MOU Participants	<u>430,900</u>	
<b>Total Revenue</b>		<b>\$ 480,900</b>
<b>Carryover from 2013</b>		<b>\$ 64,677</b>

### **Expenses**

<b>MMSD Lab Services for Water Quality Analysis</b>	<b>14,136</b>	
<b>USGS Gaging Stations-Installation &amp; O&amp;M</b>	<b>23,000</b>	
<b>Phosphorous Reduction Practices &amp; Mgmt.</b>	<b>12,546</b>	
Yahara WINS Grants	11,546	
Inventory Payments	1,000	
<b>Dane County Land &amp; Water Resources Dept.</b>		
<b>Citizen Monitoring Program</b>	<b>14,000</b>	
Rock River Coalition	14,000	
<b>Misc.</b>	<u><b>20,710</b></u>	
<b>Subtotal Expenses</b>		<b>\$84,392</b>

### **2014 Incurred expenses - not yet distributed**

Dane County Harvestable Buffers Initiative	50,000	
Yahara WINS Grant	52,778	
Yahara Pride Farms	80,000	
Dane County Phosphorus Mgt Services	150,000	
USGS - Joint Funding Agreement - Monitoring	77,500	
<b>Total Incurred Costs</b>		<u><b>\$410,278</b></u>
<b>Remaining 2014 Funds</b>		<b>\$50,907</b>

## **More information is available**

Visit Yahara WINS' website: <http://www.madsewer.org/Programs-Initiatives/Yahara-WINS>

Contact Yahara WINS, Kathy Lake (608) 222-1201 ext. 278 or [kathyl@madsewer.org](mailto:kathyl@madsewer.org)