

Town of Burke Board Special Meeting Minutes – October 7, 2015
6:00 p.m.

Board members in attendance: Chairman Viney, Supervisor Berg, Supervisor Nimmow, Supervisor Stieren and Supervisor Truitt. Also in attendance: Brenda Ayers, Administrator/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 6:00 p.m. by Viney.
- c. The Pledge of Allegiance was recited.

2) NEW BUSINESS

- a. Release of the Wood Ger Restrictive Covenants. Ayers reported that the covenant prohibited purchasing of a lot in the Wood Ger subdivision unless permission was given by both the Town and Dane County. The provisions of the covenant, including a letter of credit and public improvements, were met so the Town attorney prepared a release for her signature. This item was on the agenda for informational purposes only since the release had already been signed and provided to Jerry Wood.
- b. Purchasing new copy machine. Ayers reported that the existing copy machine purchased in 2006 for \$8,175 is reaching the end of its life. Rhyme provided a quote in the amount \$6,055 for a similar machine. The monthly maintenance fee (parts, labor, travel and toner) will be half of the fee for the current copy machine. Ayers reported that there is \$7,300 set aside in the reserve fund for office equipment so no action is needed to approve the purchase but she wanted to make the Board aware of her intentions.
- c. Resolution 10072015 Transferring Excess 2014 Budget Funds. Motion: Berg/Nimmow to adopt Resolution 10072015 as presented. Motion carried.
- d. Premier Management snowplow contract for 2015/16-2017/18 seasons. Kurt reported that Premier, owned by Josh Miller, plows some of cul-de-sacs and outlying roads in the town. They do a good job and are reliable. Viney inquired about the provision of the contract requiring the Town to deliver salt. Ayers and Kurt responded that the Town gets better pricing on salt than a contractor so it is more economical for us to provide and deliver the salt to their facility on Highway 19. Motion: Stieren/Nimmow to approve the snowplow contract with Premier Management for the 2015/16-2017/18 seasons. Motion carried.
- e. Intent to elect uniform dental benefits through the Wisconsin public employers group health insurance program. Ayers reported that she was made aware of the ability to offer dental insurance just before the deadline for the Town to submit the intent paperwork to Employee Trust Funds. She contacted Viney and he authorized her to submit the paperwork. If the Board chooses not to offer the insurance, we can require employees to fill out a form denying the coverage. The cost of the insurance is an average of \$50 per full-time employee per month. Motion: Berg/Stieren to support offering dental benefits to full time staff. Motion carried.
- f. 2016 Budget. The Board reviewed the draft of the budget provided by Ayers. It was noted that the General Transportation Aids income and park expenses were not in the proposed budget because the information had not been received from the State and Parks Commission respectively. Ayers reported that the draft included the full cost of dental benefits for discussion purposes. The draft provided for the October 21 meeting will include the missing information and the wage/salary amounts determined in the closed session.

- 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 2016 wages and salaries.**
Viney announced the Closed Session and its purpose. Motion: Stieren/Berg to 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 2016 wages and salaries. . Roll call: Stieren- aye, Truitt- aye, Viney- aye, Nimmow-aye and Berg-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/Truitt to reconvene in Open Session. Motion carried.
- 5) **POSSIBLE ACTION ON MATTERS DISCUSSED IN CLOSED SESSION.** Motion: Stieren/Truitt to authorize a \$1 per hour increase for Maria Hahn and Donald Hoffman as recommended by Kurt and Ayers, remove the \$2,500 employee incentive amount (account 51422) from the budget, budget up to 2% for raises for full-time staff with actual percent increase given at the discretion of the supervisor and to cover the full dental premium in 2016. Motion carried.
- 6) **NEXT MEETING DATE.** October 21, 2015 6:00 p.m.
- 7) **ADJOURNMENT.** Motion: Nimmow/Stieren to adjourn. Motion carried. Meeting adjourned at 7:45 p.m.

Brenda Ayers
Administrator/Clerk/Treasurer
Town of Burke
10/23/2015