

**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