

Town of Burke Board Meeting Minutes – May 18, 2011
6:00 p.m.

Board members in attendance: Supervisor Berg, Supervisor Hess, Supervisor Munson and Supervisor Searls. Excused: Chairman Viney. Also in attendance: Brenda Ayers, Clerk/Treasurer and Ron Kurt, Public Works. 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 Hess.
- c. The Pledge of Allegiance was recited.
- d. Public Hearing regarding a CSM submitted by Mary Federer for the purpose of dividing a 5.01 acre parcel into two separate lots (2.5 and 2.51 acres) property located at 6274 Sommer Valley Circle (parcel number 0810-091-8100-7). Federer explained that she has not intention of selling the new parcel; she just wants to create the parcel before the property is attached to the City of Madison. No one else spoke for or against the petition.
- e. Public Hearing regarding a CSM submitted by Roland Manthe for the purpose of dividing a 5.02 acre parcel into two separate lots (2.5 and 2.52 acres) property located at 6185 Sommer Valley Circle (parcel number 0810-091-8040-0). Roland Manthe explained that he is dividing the parcel for the same reason as Federer. No one else spoke for or against the petition.
- f. Approval of May 4, 2011, Board meeting minutes. Motion: Searls /Berg to approve the minutes as presented. Motion carried.
- g. Public Works report. Kurt reported that he met with Munson regarding park items, staff started tilling the parks and CJ's started spraying for weeds. He is waiting for the materials from pulverizing the roads to do shouldering.
- h. Clerk/Treasurer report. Ayers reported that she met with a FEMA representative and the Town will be reimbursed approximately \$7,700 for expenses relating to the February blizzard. Ayers noted that Keith Walrack and Sylvia Koscielski asked that the letter they wrote addressed to neighbors and Town of Burke residents be posted at the Town hall (a copy was included in the board packet). Hess stated that the erosion control fence on the property is backwards and requested that the building inspector follow up on it.
- i. Finance Report. The Cash on Hand report through April 30 was included in the Board packet.
- j. Approval of Bills. Board members reviewed the bills and signed the Town Board Approval cover sheet for check number 24441-24464 and payroll related disbursements number 1633-1645.
- k. Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. Andy Luehmann and Dennis Richards from Strand Associates were present at the meeting. Luehmann stated that he was at the meeting to apologize for the lack of communication with the Town in follow up to the contract for engineering services. Josh Satzer asked about the status of the Charlotte's Walk pond project. He also inquired about the money given by the developer for improvements to the Charlottes Walk Park.

2. NEW BUSINESS

- a. Recommendation from the Plan Commission regarding a CSM submitted by Mary Federer for the purpose of dividing a 5.01 acre parcel into two separate lots (2.5 and 2.51 acres) property located at 6274 Sommer Valley Circle (parcel number 0810-091-8100-7). Hess Plan Commission dividing lot not guaranteed soil survey. Motion: Hess/Berg to approve as the CSM as recommended by Plan Commission. Motion carried.
- b. Recommendation from the Plan Commission regarding a CSM submitted by Roland Manthe for the purpose of dividing a 5.02 acre parcel into two separate lots (2.5 and 2.52 acres) property located at 6185 Sommer Valley Circle (parcel number 0810-091-8040-0). Motion: Hess/Berg to approve the CSM as recommended by the Plan Commission. Motion carried.
- c. A request for an easement from AT&T on Town property at the corner of Anderson Rd and Hwy 51 for the purpose of burying fiber optic cable. Rick Cogswell of FMHC explained that AT&T is seeking an easement to trench fiber optic cable to the water tower property on Anderson Road. In order to accomplish this, they are exploring the possibility of an easement of 450 feet by 12 feet on Town owned property. Hess expressed his concerns about the width of the easement. Hess also noted that according to the documents submitted with the application for the street opening permit, it appears that a structure is being placed on Town property. Hess stated that in order for the Town to consider the easement request the applicant will need to submit the following: a detailed construction plan, an easement document in recordable form, and a survey of the property.
- d. Requests from the VFW for temporary Class B permits for Rhythm and Booms on July 2 and a Car Show on August 27, 2011. Scott McCann and Ken Sletten, representing the VFW, reported that they have spoken with Deputies Nelson and Block regarding security for the events. It was noted that the application for the Rhythm and Booms event did include beginning and ending times. McCann reported that the event will start at 2 p.m. and end when the Rhythm and Booms fireworks start (approximately 9:30 p.m.). Motion: Searls/Munson to grant the permits for the car show and Rhythm and Booms with the addition of the start and end times on the application contingent upon providing proof of security from the Sheriff's department. Motion carried.
- e. Operator's licenses. None.
- f. New traffic and street sign regulations. Kurt reported that it is a DOT mandate that all agencies establish and implement a sign maintenance program by January 2012, meet retroreflectivity requirements traffic signs by January 2015 and meet retroreflectivity requirements for street name signs by January 2018. Kurt showed the Board a sample of old signs he had resheeted to meet the new requirements which saved approximately \$700. Kurt also reported that he has started the sign inventory and had stickers made to place on the signs. A sample sign maintenance resolution was included in the Board packet. A similar resolution will be presented for Board approval at a future meeting.
- g. Mailbox and newspaper receptacle ordinance revisions. Ayers explained that she asked Chris Hughes to revise the existing ordinance so the Town can exercise its authority to move mailboxes and charge the costs back to the property owner. Hess noted that some mailboxes are made with newspaper tubes molded in which would not be acceptable under item number 2 of the ordinance. Motion: Hess/Searls to approve the ordinance

with a modification to item 2 to allow the mailboxes with built in newspaper tubes. Motion carried.

- h. Dane County Ordinance amendment No. 4, 2011-2012 regarding accessory structures. Motion: Hess/Searls to approve the amendment as presented. Motion carried.
- i. Request from Brian & Lori Miller for a street light at the end of Dennis Drive. The Board recommended that Deputy Veto is consulted regarding the request.
- j. Letter to Dane County Zoning regarding JAD rezone and enforcement thereof. The Board authorized Ayers to send the letter as presented.

3. OLD/UNFINISHED BUSINESS

- a. 2011 Road Projects update. Anne Anderson sent an email to Ayers asking if the Town wanted the attorney to review the contract and performance bonds for the project. Ayers said that Hughes did not think it was necessary and suggested she ask what the Board's preference is. The Board decided not to have the attorney review the documents.
- b. Update Town Storm water issues-Charlotte's Walk, Wynbrook and Raintree subdivisions including discussions of private culvert replacement. The grant application was submitted to Dane County. An email from Chris Hughes regarding the ability to offer financial assistance for the replacement of the culverts on private property was included in the packet. Ayers reported that she is coordinating a meeting with the property owner, engineer, Searls and Kurt.
- c. Possible Town TIF. Hess reported that Greg Frahm contacted him regarding the Town TIF. Hess will invite Frahm to a June Board meeting and consult the Town Attorney regarding a resolution. Ayers noted that the email from Angie White of the Fire Department regarding the property located at 6155 Highway 51 indicated that the State Bank of Cross Plains plans to market the property as a clean site.
- d. Attachment of right of way to Village of DeForest for Williamsburg Way Street extension. Ayers explained that the petition from Dane County has been received and we are still waiting for the petition from the DOT. Motion: Hess/Munson to accept the attachment petition submitted by Dane County for a portion of parcel number 0810-043-8500-1 (as noted on exhibit "A") as presented. Motion carried.

4. COMMITTEE REPORTS (AS APPLICABLE)

- a. Plan Commission/ETZ Committee- Hess reported that the Plan Commission will meet regarding the EMBP final plat and rezone.
- b. Parks Commission- Berg asked that the contact information website be revised so he does not receive calls regarding park shelter rental.
- c. Fire Commission- nothing to report.
- d. NECC- nothing to report.
- e. JRTC-nothing to report.

5. 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 staff review process Motion:

- Hess/Berg to convene in closed session. Roll call: Searls- aye, Berg-aye, Hess-aye, Munson- aye. Motion carried.
6. 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: Searls/Hess to reconvene in open session. Motion carried. Not action was taken regarding matters discussed in closed session.
 7. Motion: Hess/Munson to adjourn. Motion carried. Meeting adjourned at 8:04p.m.

Brenda Ayers, Clerk/Treasurer
Town of Burke
5/25/2011