

Town of Burke Board Meeting Minutes – May 19, 2010
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; Ron Kurt, Public Works and Dave Schleicher, Public Works. 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 Hess.
- c. The Pledge of Allegiance was recited.
- d. Presentations by Engineering Firms. Brad Miller, Strand & Associates, explained that he would be the single point of contact for the Town. Miller has eight years of experience with a focus on municipal engineering including local streets and planning. Andy Luehmann with Strand explained that he has five years experience with a focus on stormwater. Strand is a full service engineering firm with 150 employees in the Madison office. They have a good relationship with Dane County and WI DNR. Some of their long term clients are Berlin, Middleton and Stoughton. Strand sees the Town's needs as road design, storm water land surveying, and field services. Strand has a stormwater modeling program. Hess inquired about their change order philosophy. Miller explained that they have tight specs on their projects and have as few cost overruns as possible. Andy Luehmann explained that communication ensures strong projects. Strand staff also has knowledge of available funding sources. Strand uses a plan review checklist when reviewing developer plans. Strand does not work with developers unless it is under the direction of the municipalities. Miller explained that PASER/WISLR provides a medium for successful road maintenance planning which Strand uses in conjunction with GIS mapping. Strand is not the engineer of record for any of the neighboring communities. Miller stated that Strand would not be opposed to reviewing and providing input on plans from neighboring communities.
- e. A Public Hearing on a request submitted by Madison Company of Jehovah's Witnesses, Inc. for Conditional Use Permit No. 2140 for the purpose of amending CUP No. 499 to allow a caretaker's residence for the religious meeting hall, property located at 5475 Portage Rd, Madison (Parcel No: 0810-211-9510-0). Town of Burke residents, Dan Skael and Bob Wuilleumier, were present to represent the Jehovah's Witnesses. Skael explained the existing Conditional Use Permit is for "religious purposes" and while a residence for a minister could be considered a religious purpose and the property is zoned to allow a residence, he and County officials felt it was a good idea to specify the use. Skael explained that the plans are to build an 800 square foot living quarter which would never be occupied by more than two persons. A man and his wife (if he is married) would occupy the property. If the couple has children they are not entitled to live in the on site quarters. The Kingdom Hall's rules do not allow them to make a profit so they cannot rent out the property. Skael said the appearance will be similar to the Kingdom Hall including brick on the front of the building. Skael shared pictures of the existing Kingdom Hall with the Board.
- f. Approval of May 5, 2010 Board meeting minutes. Motion: Berg/Munson to approve the minutes as presented. Motion carried.
- g. Public Works report. Kurt reported that he and Schleicher are working on shouldering. On May 24 a load of chips will arrive for the park. Chris Ecker started working for the Town again on May 17th. Ecker will work a full day on Mondays and clean the hall between rentals on the weekends. Kurt noted that he will have information to present at

- future Board meetings for removal of trees in the right-of-way on Seminary Springs Road and painting of the railroad crossings.
- h. Clerk/Treasurer report. Ayers reported that the portion of the park where the dirt pile was removed in Gehrke's Knoll was not included in the mowing contract and she has contacted Premier Lawn Service for a quote. Ayers, Pinion and Kurt met with the City of Madison regarding Hanson Road and the City's future road plans which may affect Burke. Information was provided to the Board regarding a Burke display in the Sun Prairie Museum.
 - i. Finance Report. The Cash on Hand report as of April 30th prepared by Ford 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 23765-23778 and payroll related disbursements number 1222-1236.
 - k. Public Concerns: None.

2. NEW BUSINESS

- a. Operator's licenses. None.
- b. Recommendation from Plan Commission to consider the request from Madison Company of Jehovah's Witnesses, Inc. for Conditional Use Permit No. 2140 for the purpose of amending CUP No. 499 to allow a caretaker's residence for the religious meeting hall, property located at 5475 Portage Rd, Madison (Parcel No: 0810-211-9510-0). Motion: Berg/Searls to approve CUP 2140 as recommended by the Plan Commission. Motion carried.
- c. Discussion with Chris James of Dane County Parks regarding Token Creek Park plans. James explained the County is considering relocating the park entrance to either Anderson Road or Portage Road. The County feels that moving the entrance to the park will reduce the problems that the park has had in the past because it will not be as secluded. In addition to alleviating the problems with the present entrance, the long term D.O.T plan eliminates park access off Highway 51. Searls asked when the D.O.T. plans to eliminate the access. James responded that it will happen in 15 years.
- d. Land rental agreement for Hoffman Acres Park. Motion: Hess/Berg to approve the Land rental agreement as presented with May 19, 2010, as the start date. Motion carried.

3. OLD/UNFINISHED BUSINESS

- a. Update Town Storm water issues-Charlotte's Walk, Wynbrook and Raintree subdivisions (CDBG-EAP Grant). No update was available.
- b. Committee & Commission appointments. No action was taken.
- c. Policies and procedures for Order for Removal of encroachments of Town Right of Way and mailbox standards and related Ordinance approval. Motion: Searls/Munson to approve Ordinance 05192010 and related documents. Motion carried.
- d. City of Madison, Hanson Road project. Hess noted that the agreement is similar to the one presented in the past of the Portage Road project. The agreement allows for payment in two equal installments payable in 2010 and 2011. Motion: Berg/Munson to approve the agreement with the City of Madison for the Hanson Road project. Motion carried.
- e. Detachment of a portion of the Bostad property previously annexed to the City of Sun Prairie (Weybridge Development) and attachment to Town of Burke. No action was taken.
- f. Follow up on 2009 Roads project. Pinion will provide information at the June 2 Board meeting.

4. COMMITTEE REPORTS (AS APPLICABLE)

- a. Plan Commission/ETZ Committee- ETZ for May was canceled. The next Plan Commission meeting is scheduled for June 9.

- b. Parks Commission- Munson will meet with Ayers and Kurt to discuss the \$10,000 for the Charlottes Walk park improvements.
- c. EMS Committee- the annual meeting was not held due to a lack of a quorum. Berg reported on a call from a resident regarding an EMS call.
- d. Fire Commission- next meeting is in June.
- e. NECC- nothing to report.
- f. JRTC- next meeting is Monday, May 24.

5. **CLOSED SESSION: The Town Board will convene into closed session pursuant to Wis. Statute 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 discuss an Intergovernmental Agreement with the Towns of Blooming Grove and Madison for EMS services and **pursuant to Wis. statute 19.85(1)(c)** for the purpose of considering employment, promotion, compensation or performance evaluation data of employees over whom the governmental body has jurisdiction or exercises responsibility to discuss employee compensation. Motion: Hess/Berg to convene in closed session. Roll call: Searls-aye, Hess-aye, Munson-aye, Berg-aye. Motion carried.
6. **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 and to proceed with other items on the agenda. Motion: Hess/Berg to reconvene in open session. Motion carried.

Motion: Hess/Munson to approve the following pay rates retroactive to May 3, 2010: Kurt \$23 per hour, Schleicher \$17 per hour and Ayers \$55,000 per year. Motion carried.

7. ADJOURNMENT

Motion: Searls/Berg to adjourn. Motion carried. Meeting adjourned at 8:43 p.m.

Brenda Ayers
Clerk/Treasurer
Town of Burke
5/27/2010