

**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 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.