

**Town of Burke Board Meeting Minutes – April 21, 2010**  
**6:00 p.m.**

Board members in attendance: Chairman Viney, Supervisor Berg, Supervisor Hess, Supervisor Munson, and Supervisor Searls. Also in attendance: Brenda Ayers, Clerk/Treasurer, Deputy Garth Blake and Tom Pinion, Town Engineer. 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.
- c. The Pledge of Allegiance was recited.
- d. Public Hearing to consider a request from Larry Hoffman, personal representative for Elizabeth Hoffman, for a preliminary CSM to divide a residence along with a 1.3 acre parcel from the balance of the 12.65 acre parcel located off Portage Road, Madison (Parcel #0810-222-9151-0). Surveyor, Dan Paulson, explained that the purpose of the CSM is to divide the residence and outbuildings from the remainder of the property because Mr. Hoffman's sister is interested in purchasing the 1.3 acres which includes the house and buildings. Paulson further explained that the remaining 12.65 acres would be held for future development. A neighboring property owner expressed concerns about how the 12.65 acres would be divided in the future. Paulson explained that the tentative plan is that it would be laid out similar to neighboring properties. Hess explained that the City of Madison approved this minor division but further review would be required by the City, the Town Plan Commission and Town Board when the 12.65 acres is divided.
- e. Approval of April 13, 2010 Board meeting minutes. Motion: Hess/Searls to approve as submitted. Motion carried.
- f. Clerk/Treasurer report. Ayers reported that she was notified that a local farmer has been planting crops on Town parkland in Hoffman Acres which was thought to be part of a parcel owned by another individual and leased to the farmer.
- g. Finance Report. A copy of the Cash on Hand Report as of 3/31/2010 prepared by Ford was included in the Board packet.
- h. Approval of Bills. Board members reviewed the bills and signed the Town Board Approval cover sheet for check number 23723-23734 and payroll related disbursements number 1198-1203.
- i. Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. Officer Blake reported that there were 145 calls in the Town of Burke, 100 citations were issued for NECC and a total of 153 citations were written in March. Doug Ayers, a resident of the northeast side of Madison, reported that the Town's portion of Wheeler Road is in poor condition. He also suggested that a stop light is installed at the intersection of County Highway CV and Wheeler.

**2. NEW BUSINESS**

- a. Recommendation from Plan Commission to consider the request from Larry Hoffman, personal representative for Elizabeth Hoffman, for a preliminary CSM to divide a residence along with a 1.3 acre parcel from the balance of the 12.65 acre parcel located off Portage Road, Madison (Parcel #0810-222-9151-0). Hess reported that the Plan Commission recommended approval at their meeting on March 10<sup>th</sup>. Motion: Berg/Hess to approve the CSM as submitted. Motion carried.
- b. Christy Bachmann, City of Madison, Hanson Road project. Bachmann reported that the City is proposing widening the road to 30 feet with 4 foot gravel shoulders. Two culverts (one in the Town and the other in the City) would also need to be widened. One-third of the road is in the Town and two-thirds is in the City of Madison. The City has agreed to pay for half of the Town of Burke's portion. Bachmann reported that the cost of the

- project is higher than they originally estimated but the City will still honor the \$57,500 price previously given to the Town. There are not any assessable items in the project. Due to the wetlands in the area Bachmann is working with the WI DNR to obtain a Chapter 30 permit. The City plans to advertise for bids by the end of May and they would like to have an agreement in place with the Town before then. Pinion reported that the road is in bad shape.
- c. Blooming Grove/Town of Madison EMS presentation. Mike Wolf, Town of Blooming Grove, was present to answer questions regarding the Memorandum of Understanding presented to the Town of Burke in January. Wolf further explained that it would be a contractual arrangement with Blooming Grove retaining ownership and management. The Town of Madison will hold the license and provide the availability of its medical director to the Blooming Grove EMS Division. Wolf reported that Blooming Grove has had a partnership with the Town of Madison since January 2010 and they have not received any complaints regarding the service. The biggest challenge they have had is getting the 911 center to route the calls properly.. Chief Linzmeier, Town of Blooming Grove Fire Department, explained that in 2011 the Blooming Grove EMS Division will have full time staff for 24/7 365 service. A concern was raised regarding the fact that the Town of Madison will dissolve in 2022, Blooming Grove in 2027 and Burke in 2036. Chief Bloom (Town of Madison Fire Department) and Chief Linzmeier expressed an interest in a creating a more regionalized approach to EMS services and sharing resources with other communities. Wolf explained that if the MOU is approved by Burke, the next step would be to negotiate an intergovernmental agreement between the three municipalities.
  - d. Request from Jerry Simon for funds to maintain Rattman Heights neighborhood and park Jerry Simon presented a request for funds for materials for: 1) rebuilding two park benches 2) staining support posts in the shelter 3) pond chemicals 4) flowers for the 9/11 memorial garden 5) replacing the Rattmann Heights neighborhood signs. Berg stated that the neighborhood signs are not a benefit to all tax payers and the Board should carefully consider the request for funds for the signs. Searls stated that the neighborhood association paid for replacing the sign in Charlottes. Motion: Hess/Searls to approve funding for items 1-4 in the amount of \$450. Motion carried.
  - e. Operator's licenses. None.
  - f. Token Creek Park plans. George Walsh reported on the park expansion. Walsh explained that the County is considering two options for relocating the entrance of the park. Option 1 is to use Anderson Road as an entrance. Option 2 is to build a road through the dog park. Ayers will invite Chris James of Dane County Parks to a future meeting.
  - g. 2009 Audit report. Motion: Searls/Munson to approve the report as presented. Motion carried.
  - h. Estimate for wood chips. Ayers will gather more information.
  - i. Accept employee resignation and ratify severance. Motion: Searls/Hess to accept the employee resignation and to ratify the severance. Motion carried.
  - j. Detachment of a portion of the Bostad property previously annexed to the City of Sun Prairie (Weighbridge development) and attachment to Town of Burke. Ayers reported that she had received a call from Al Reuter regarding property owned by the Marshall and Shirley Bostad which the City of Sun Prairie is considering reattaching to the Town. The Board instructed Ayers to proceed with the reattachment.
3. OLD/UNFINISHED BUSINESS
- a. Update Town Storm water issues-Charlotte's Walk, Wynbrook and Raintree subdivisions (CDBG-EAP Grant). Pinion is still working with the DNR to get notice of non-compliance issued.
  - b. Committee & Commission appointments. None.

- c. Policies and procedures for Order for Removal of encroachments of Town Right of Way and mailbox standards. Ayers reported that Hughes is drafting language for street privileges. Pinion reported that he will work with the post offices to get the homeowners who have not moved their mailboxes in the 2009 road project area to move them.

4. COMMITTEE REPORTS (AS APPLICABLE)

- a. Public Works- Hess reported on the City's updated plans for the sewer extension on Felland Road. Pinion suggested that the City should be forced to put the sewer in the middle of the road. Pinion provided Payne & Dolan with pictures of the cracking on the edge of the roads resurfaced in 2009. Pinion will look at Charlottes Walk and provide a recommendation for repair.
- b. Plan Commission/ETZ Committee- Hess report that there will not be a Plan Commission meeting on April 28<sup>th</sup> and the ETZ meeting for the month was canceled.
- c. Parks Commission- Munson reported that things are moving smoothly for Arbor Day on Saturday, May 1<sup>st</sup>.
- d. EMS Committee- no report.
- e. Fire Commission- no report.
- f. NECC- Searls reported that the next meeting is Monday, April 29<sup>th</sup>.
- g. JRTC- Ayers reported that she is working with fellow clerks on the commission to make sure the group stays focused on tourism.

5. **CLOSED SESSION: The Town Board will convene into closed session 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 and **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 a potential EMS contract with the Village of Maple Bluff and others. Motion: Hess/Munson to convene in closed session. Roll call: Searls-aye, Berg-aye, Viney-aye, Hess-aye, Munson-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: Searls/Hess to reconvene in opens session. Motion carried.

Motion: Searls/Hess to accept the Memorandum of Understanding from Blooming Grove and to Notify Maple Bluff of the decision not to rescind the withdrawal from the district. Motion carried.

7. ADJOURNMENT

Motion: Berg/Munson to adjourn. Motion carried. Meeting adjourned at 9:21 p.m.

Brenda Ayers  
Clerk/Treasurer  
Town of Burke  
4/30/2010