

TOWN OF BURKE-BOARD MEETING, NOVEMBER 19, 2014
Which Began At 6:03pm

Board members in attendance: Chairman Viney, Supervisor Berg, Supervisor Stieren, Supervisor Nimmow and Supervisor Truitt. 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) It was determined that a quorum was present and that the meeting was properly posted.
- b) The meeting was called to order at 6:03p.m.
- c) The Pledge of Allegiance was recited.
- d) Approval of minutes from the October 1 and October 15, 2014 Board meetings
Motion: Berg/Stieren to approve the minutes as submitted. Motion carried.
- e) Public Works report Kurt reported the snow plows are set up. Depending on snowfall amounts the subdivisions will not be scraped each time. Staff is working on changing oil and maintenance work on the tractor, gator and other machines. He and Lew from Mead & Hunt looked at the driveway issues on the property at Regal road. Nothing will be done at this time. Staff will try to push the snow away from the driveway area to prevent some of the flooding issues. Kurt added they will look at it again in the spring. Nimmow asked that it not be forgotten.
- f) Clerk/Treasurer report. Ayers reported at the November 4th General Election the Town had 1696 voters, 204 in person absentee's from October 20 to the 31st, 25 absentee's by mail and 165 election day registrants who voted. The Poll Workers did a great job. Mike Lawton contacted Ayers informing her that RG Houston owns two lots in the Wood/Ger Development and that a future site plan will be submitted soon for review. Lawton is also working with the bank to get the outstanding bills paid. Ayers indicated she had flyers at the recent election regarding the possibility of a future compost site within 5 miles of the Town. A SurveyMonkey link will be available on the Town's website for residents to give feedback until November 30, 2014. She and Kurt will meet with Heidi and Peter of Schonheit Gardens to discuss what they will be willing to accept after the results of the survey are reviewed. It is hopeful an agreement will be in place by April 1st.
- g) Finance Report included in packet.
- h) Approval of Bills. Board Members reviewed the bills and signed the Town Board Approval cover sheet for check numbers 27019-27090 and payroll related disbursements numbered 3219-3252.
- i) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. None.

2) NEW BUSINESS

- a) Resolution 11192014C Conditionally Approving Windswept Final Plat Ayers gave history. Motion: Berg/Nimmow to adopt Resolution 11192014C Conditionally Approving Windswept Final Plat. Motion carried.

- b) Resolution 11192014D Conditionally Approving the Conditional Use Permit and revised site plan Submitted by Brad Koning, Shulfer Architects, on behalf of Mark Hoover. Brad Koning advised the board that the building would be moved 15 feet to the north and the septic would be located to the south of the property. Also the driveway will be moved to be adjacent to the intersection. The hours of operation were revised from 6am to midnight to accommodate the possible coffee shop. Berg asked about drainage and if it would flow towards the back of the property. Koning indicated that it would. Motion: Nimmow/Berg to approve Resolution 11192014D Conditionally Approving the Conditional Use Permit and revised site plan submitted by Brad Koning, Shulfer Architects, on behalf of Mark Hoover. Motion carried.
- c) Adoption of the 2015 General and Utility District Budgets. Motion: Berg/Stieren to approve Adoption of the 2015 General and Utility District Budgets. Motion carried.
- d) Resolution Designating Public Depository and Authorizing Withdrawal of County, Village, Town or School District Moneys and related paperwork drafted by Bank of Sun Prairie to update bank signature cards to reflect the recent change in Board Members. Motion: Truitt/Nimmow to adopt Resolution Designating Public Depository and Authorizing Withdrawal of County, Village, Town or School District Moneys and related paperwork drafted by Bank of Sun Prairie to update bank signature cards to reflect the recent change in Board Members. Motion carried.
- e) Operator Licenses. Motion: Berg/Stieren to approve operator licenses' for Jennifer L. Tessmer and Jordan L. Steinberg. Motion carried.

3) OLD/UNFINISHED BUSINESS

- a) Update on options for regulating heavy truck traffic. Ayers reported that a meeting will be held with Kurt, Attorney Hughes, Annie and Peter from Mead & Hunt to go over the traffic study information on December 1, 2014.
- b) Update on Land Division/Sub Division code revision. Nothing to report.
- c) Update on Town the UWHC at The American Center Project. Kurt reported no construction until spring on the road. Utility work is being done.
- d) Update on the US 51 (Stoughton Road) Corridor Study. Nothing to report.
- e) Update on Charlotte's Walk Pond 2 un-named tributary (BB1) study. Nothing to report.

4) COMMITTEE REPORTS (AS APPLICABLE)

- a) Plan Commission. Berg reported that the Commission met a week ago, and approved the lot line adjustment on the Sandy Gilmore property in the Forest Oaks development. A public hearing will be held at the December Board meeting.
- b) ETZ Committee. Berg reported there is a scheduled meeting for December 8, 2014 with Badger Utility.
- c) Events Committee. Ayers reported she is communicating with the Token Creek Lions Club in regards to the future of the Town picnic and Easter Egg Hunt. Room tax money is collected through the end of 2014 and is available if requested. Ayers noted that the Lions Club has already indicated they have no interest taking over the Town picnic.
- d) Parks Commission. Stieren reported the Commission met in October. A list of neighborhood contacts was divided amongst Commission members and a future

meeting date of February 23, 2015 will be held with neighborhood association leaders. Next meeting is November 24, 2014 at 6:30 p.m.

- e) NECC. Nimmow reported no concerns at the October meeting. Ayers added that the 2015 budget was adopted.
- f) DATC. Ayers reported next meeting is on December 15, 2014.

Motion: Berg/Stieren to convene into closed session. Roll call taken, all Aye.

- 5) **CLOSED SESSION. THE TOWN BOARD WILL CONVENE INTO CLOSED SESSION PURSUANT TO WIS. STAT. SEC. 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 receive an update on the status of the current EMS contract and **PURSUANT TO WIS. 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 a title change for the Clerk/Treasurer position
- 6) **OPEN SESSION. THE TOWN BOARD WILL RECONVENE INTO OPEN SESSION PURSUANT TO WIS. STATUTES 19.85(2)** FOR DISCUSSION AND POSSIBLE ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION. Motion: Stieren/Nimmow to reconvene in open session. Roll call taken, all Aye.
- 7) POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION. Motion: Truitt/Nimmow to obtain information from the City of Madison regarding EMS service rates for 2023 and beyond. Motion carried.

Motion: Nimmow/Stieren to adopt the Administrator/Clerk/Treasurer position description as presented and approved the title change of the same for Ayers effective January 1, 2015. Motion carried. The Town Board noted that this title change is specific to Ayers and reserves the right to revert back to a Clerk/Treasurer position for future hires. Motion carried.

- 8) NEXT MEETING DATE December 17, 2014
- 9) ADJOURNMENT Motion: Berg/Nimmow to adjourn. Meeting adjourned at 7:32 p.m.

By: Kim Peterson,
Deputy Clerk/Treasurer
12/11/2014