

**Town of Burke Board Meeting Minutes – April 19, 2016**  
**Immediately following the Annual Meeting which began at 6:00 p.m.**

Board members in attendance: Chairman Viney, Supervisor Berg, Supervisor Nimmow, Supervisor Stieren and Supervisor Truitt. Also in attendance: Brenda Ayers, Administrator/Clerk/Treasurer; Ron Kurt, Public Works Lead and Teri Saxon, Deputy Clerk/Treasurer 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 6:12 p.m. by Viney.
- c. A Public Hearing regarding Conditional Use Permit (CUP) application #2339 submitted by Sara Hagen of Country Creek Learning Center to amend current CUP #2016 to increase the limit of children from 150 to 175 and allow a 1,200 square foot expansion of the building for the purpose of additional space for a 4K classroom and afterschool program. Property located at 6187 Portage Rd, DeForest (parcel number 0810-033-8170-0) Viney inquired about the expansion. Sara Hagen responded that she is adding one extra room to be used as a 4K classroom and for an after school program later in the day. Her intent is to service siblings of kids already attending the center. A school bus brings the kids to the center. She is requesting the ability to have 25 more children at the center to cover the possibility that there is an overlap between the 4K students leaving and after school program arriving at 3:30. Truitt inquired if there were plans to increase parking lot. Hagen said that per county regulations she is only allowed so many parking stalls. Co-owner of the center, Candace Page, said they are looking at staggered start times in the fall. Nimmow noted that a letter of opposition citing concerns about roadside parking was received by the Town. Hagen said roadside parking is only a concern when they have activities at the center. She has considered asking parents and grandparents to car pool. Viney asked if there were room for ten additional spots. Hagen said it would be difficult to find room due to the proximity to the septic field. Berg noted that they do not plan to take new enrollees- they are expanding to serve existing families. Hagen stated that they do not plan to add sinks or bathrooms so don't think they need to add on to septic. Page said they are waiting to hear if Dane County will require an addition to the septic and if needed, they will expand the capacity.
- d. Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. Truitt inquired if other Board members received an email about the availability of the park over the weekend. Ayers noted that members of the public are able to reserve the shelter, not the entire park. She suggested that the response be that the Town parks are open to the public during regular operating hours as posted.

2. Consent agenda (*all items listed under the consent agenda will be approved in one motion without discussion unless any Board member requests that the item be removed for individual discussion and possible action. Any item so removed shall be considered after the approval of the remainder of the consent agenda*)

- a. Approval of minutes from the March 16, 2016 Board meeting
- b. Approval of bills (payroll related disbursements #3736-#3772 and bills #28079-#28128) and Cash on Hand report as of March 31, 2016
- c. Operator licenses-none

Motion: Berg/Nimmow to approve the consent agenda as presented. Motion carried.

### 3. NEW BUSINESS

- a. Resolution 04192016 Conditionally Approving the CUP Application Submitted by Sara Hagen of Country Creek Learning Center. Truitt noted that he would like to see a solution to the parking situation before approving the increase in kids. Nimmow inquired about signage. Hagen stated that she has been there for 15 years and there haven't been any accidents. Stieren noted that while Hagen is proposing an increase in the number of kids, she isn't changing the number of families serviced. Hagen also noted that school buses bring the kids. Berg reported that the Plan Commission reviewed the applications at great lengths and addressed all concerns. He also noted that traffic increase to the center is not expected. Berg noted the bigger issue is slowing down the cars on that road. Nimmow noted the hill is dangerous Hagen said the county did a traffic study and said it was not an issue. Berg asked if a traffic study is required to lower speed limits. Kurt responded yes and also said the traffic study could also indicate that the speed limit could be raised. Motion: Stieren/Berg to approve the Resolution 04192016 conditionally approving the CUP as presented. Motion carried. Truitt-nay.
- b. Request from the Park Commission to purchase new playground equipment for Hagen Park and lights for park shelters. The old wooden equipment was removed by Town staff due to safety concerns. Stieren showed a display of the new equipment. The Park Commission considered a community build project but decided it would be difficult to get 20 people to commit to a week long project. The total cost including site excavation, equipment, installation and delivery/installation of week chips is \$35,720.00. There are sufficient funds in the park fund. Ayers recommended removing the delivery/installation of wood chips and have Town staff install pea gravel instead. Pea gravel requires less maintenance. Ayers noted that staff was unable to obtain estimates on pea gravel since they did not have the excavation calculations from the playground provider. Kurt noted that even if the Town spends more up front for the gravel they will save money overall because it requires less maintenance. Motion: Berg/Truitt to approve the proposal without the wood chips for a cost of \$32,520 and approve the pea gravel installation by staff at a cost not to exceed \$5,000 for a total project cost not to exceed \$37,520. Motion carried. Stieren stated that there have been issues with lights in parks and the commission is considering solar powered lights. He did not have any price estimates but wanted to make the Board aware that he will be presenting a request for lights in the future.
- c. Discussion regarding the Town's position on the ability to opt out of County Zoning. Motion: Berg/Stieren to not opt out of Dane County zoning. Motion carried.
- d. Request from Dave Taylor of MMSD to provide support to the Adaptive Management Project. Berg noted that the continued support would be an economical advantage to the Town. Nimmow noted that the support would put the Town in the position to participate in future projects if additional regulations are adopted. Motion: Berg/Stieren to participate with a donation of \$2,000 per year. Motion carried.
- e. Commission/Committee assignments. Ayers provided a list of Commission/Committee members with suggested term expirations and a list of Board member Commission/Committee assignments. Viney inquired if Board members were satisfied with their assignments. Motion: Nimmow/Berg to approve the assignments as presented. Motion carried.
- f. Approval/signing of new bank signature cards updated to authorize Teri Saxon to initiate ACH for payroll. Motion: Nimmow/Berg to approve the new bank signature cards. Motion carried. The signature cards were signed during the meeting.

4. OLD/UNFINISHED BUSINESS

- a. County Highway C construction update. Kurt reported that Highway C will be closed to through traffic all summer.

5. COMMITTEE REPORTS (AS APPLICABLE)

- a. Plan Commission- met on April 13 regarding a CUP for the Speckled Hen Inn which will be under new ownership.
- b. ETZ Committee- no meeting.
- c. Parks Commission- playground equipment for Ronald Hagen Park was approved earlier in the meeting.
- d. NECC- meeting on April 25.

Kurt reported that Arbor Day is Saturday, April 30 and asked for assistance/donations. Ayers noted that free will donations will be accepted at the event to help cover the costs of future Arbor Day celebrations.

6. NEXT MEETING DATE- May 18, 2016.

7. ADJOURNMENT. Motion: Nimmow/Stieren to adjourn. Motion carried. Meeting adjourned at 7:24 p.m.

Brenda Ayers  
Administrator/Clerk/Treasurer  
Town of Burke  
05/10/2016