

**Town of Burke Meeting Minutes**  
**Wednesday, March 21, 2018**  
**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, Teri Saxon, Deputy Clerk/Treasurer and Ron Kurt, Public Works Lead Patrolman, and Anne Anderson, Town Engineer. See attached list for other interested parties in attendance.

1) ADMINISTRATIVE

- a) It was determined that a quorum was present and the meeting was properly posted.
- b) The meeting was called to order at 6:00 p.m. by Chairman Viney.
- c) The Pledge of Allegiance was recited.
- d) Public Concerns: Public's opportunity to speak to the Town Board about any subject that is not a specific agenda item. No comments.

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 February 21, 2018 Board meeting
- b) Approval of bills (payroll related disbursements #4445-4472 and bills #29310-29360) and December-February Cash on Hand reports.
- c) Operator's Licenses – none.

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

3) NEW BUSINESS

- a) Professional Services acknowledgement submitted by Mead & Hunt for the 2018 Seminary Springs and Burke Road box culvert projects. Anne Anderson indicated that that the projects include the Seminary Springs bridge which is 50 percent matched by the bridge aid awarded by the county and the box culvert on Burke Road. Anderson further indicated the project will widen the bridge to DOT standards and the road to current standards. The schedule reflects construction in the fall and depends upon the DNR and wetland delineation all based on nature. Anderson anticipates the property east of the bridge could be a temporary construction easement. Ayers stated that all residents affected will be notified by letter and would hold a public informational meeting.

Motion: Truitt/Stieren to approve professional services submitted by Mead & Hunt for the 2018 Seminary Springs and Burke Road box culvert projects. Motion carried.

- b) Request from Diesel Forward to allow parking on both sides of Pepsi Way for an open house on Saturday, June 23, 2018 at their property located at 6167 Pepsi Way. Matt Heacox of Diesel Forward introduced himself and stated that Diesel Forward is in the planning phase of a by invitation only open house for June 23, 2018 from 11 a.m. to 3

p.m. There could be 200-300 people but not all at the same time. They are not anticipating the need for additional parking but are asking approval to park on the street posted no-parking, if needed.

Motion: Berg/Stieren to authorize the use of on street parking posted no parking on June 23, 2018 from 9 a.m. to 5 p.m. Motion carried.

- c) Request from Bob Davis, Little Explorers Nature and Learning Center, for signage and speed limit reduction near their property located at 5218 Reiner Rd. Bob Davis stated that there have been three or four rear end accidents as drivers are turning into their driveway. He would like to suggest a blind entrance or school entrance sign near the entrance. He further stated that drivers are coming over the hill and not seeing someone stopped or slowed down. Nimmow inquired as to the possibility of putting a sign up notifying drivers of a blind driveway with flashing lights that may possibly catch the eye of other drivers. Viney noted this could give a false sense of protection. Viney further stated that the big picture is this is not a safe place to get off the road. It was further suggested the possibly of lowering the speed limit. Ayers indicated that lowering the speed limit would require conducting a traffic study. Further, traffic studies are expensive and would recommend working with City of Madison and Dane County to avoid varying speed limits. Viney inquired if they are considered a school or a daycare. Davis indicated they are a daycare. Berg noted they could not post a school sign. Ayers indicated she has discussed with Deputy Schroeder the possibility of placing a speed board near the daycare at no cost to the Town.

Motion: Nimmow/Berg to approve Ayers to look into the cost for the purchase of a speed board. Motion carried.

- d) Possible development of parcel 0810-244-8670-3, 3285 Nelson Road, currently shown as a natural area in the Future Land Use Map of the Town's Comprehensive Plan. Jim Lowrey, agent for Darlene Nelson, currently has several people interested in the property and would like to change the property to rural residential or reasoning to keep it as a natural area. Lowrey further inquired if the Town Board would go against the plan and update it to allow someone to develop the natural area. Ayers stated that the engineers left it as a natural area in the Comprehensive Plan since it was vacant and there is no reason it could not be residential. Ayers indicated that the property owners are looking for a consensus from the Board to be willing to approve and change the Comprehensive Plan in the future with an application to build on that property. Nimmow stated the Board agrees the property is developable as rural residential.
- e) Release and Waiver of Special Assessments for 5356 Felland Road, releasing delinquent special assessments from an Assessment Agreement dated November 29, 1977. Ayers stated property was transferred to City of Madison and Madison Metropolitan Sewer District (MMSD) now sewer vacated and not on books. Town attorney has reviewed and waiting for Board approval.

Motion: Stieren/Berg to release and waiver of special assessments for 5356 Felland Road, releasing delinquent special assessments from an Assessment Agreement dated November 29, 1977. Motion carried.

- f) Property Insurance coverage for 2018-2019. Ayers stated she is in the process of getting quotes for property insurance coverage. Ayers further stated she would like the Board to allow her and Viney to enter into an agreement for insurance coverage for 2018-2019.

Motion: Berg/Stieren to authorize Viney and Ayers to enter into property insurance contract and to update at next Board meeting. Motion carried.

- g) Consideration of revisions to the Town's fence ordinance to specifically allow lot line fences in side and rear yards. Ayers noted a request from a resident inquiring if the Board would be willing to consider amending the fence ordinance at next month's meeting. The Board members decided they needed more time to consider what the appropriate setbacks would be. Ayers will do additional research and bring to the next Board meeting.
- h) Request submitted by Deborah Duckart to have the trash and recycling charges removed from the tax bill for the property located at 3315 Nelson Rd. Ayers stated request is from the resident whose primary residence is in Westfield. They occasionally stay at property but take trash with them when they leave and do not use the service. Berg indicated if charges are removed it may set precedent to others. Truitt stated that if property is not vacant they should have trash and recycling service.

Motion: Truitt/Nimmow to deny request by Deborah Duckart to remove trash and recycling charges from the tax bill for property located at 3315 Nelson Rd. Motion carried.

- i) Fire protection services for 2019 and beyond. Ayers stated she has spoken with Doug Yelk of the Northeast Dane County Fire Unit and fire protection services would see an increase in 2019. Currently, the Town pays \$74,715 annually. However, that includes the credit for the buyout of equipment. Yelk has indicated projected fees would be between \$150,000 to 175,000. Ayers noted that Yelk could attend a future meeting but needing the Board to instruct if she needs to give them notice.
- j) Petition for attachment to the City of Madison submitted by Genne Bankers on behalf of Pumpkin Hollow properties for the properties located at 5635 Portage Road (parcel numbers 0810-161-9800-0 & 0810-164-8001-0). Ayers noted this is on the agenda for informational purposes only. There is no action required.

4) OLD/UNFINISHED BUSINESS. None.

5) COMMITTEE REPORTS (AS APPLICABLE)

- a) Plan Commission. No meeting. Berg indicated the committee appointed to discuss the new CUP process has not met. Ayers noted she is awaiting possible available dates for

the committee to meet. Ayers further noted she would like the committee to meet before the next plan commission meeting.

- b) ETZ Committee. Meeting scheduled for April 10.
- c) Parks Commission. No meeting.
- d) NECC. No meeting.

6) NEXT MEETING DATE. **TUESDAY**, April 17, 2018 immediately following the Annual Meeting which begins at 6:00 p.m.

7) ADJOURNMENT. Motion: Stieren to adjourn. Meeting adjourned at 7:01 p.m.

Teri Saxon  
Deputy Clerk/Treasurer  
Town of Burke  
April 13, 2018