

Town of Burke Meeting Minutes
Wednesday, February 20, 2019
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. 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. 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. Carter Truitt introduced himself stated he was working towards a badge for Boy Scouts and had a couple questions to ask the Board. He first suggested that excess snow could be moved to the parks for kids to play on. Viney thought that would be a good idea but noted the trucks are equipped to plow and salt the roads and it would require leasing or renting of equipment to remove the snow. Viney further added concern about the liability upon the Town. He thanked Truitt for his suggestion and stated he would bring it to the park commission.

Carter Truitt indicated his second question was inquiring what a Town supervisor does. Berg indicated that supervisors make decisions on behalf of the residents. Nimmow added they approve contracts. Viney stated they approve the budget that is presented by the Town staff.

Chris Truitt reported he received a complaint from a resident on Broken Bow who has had his mailbox taken out twice by the snow plow. Ayers stated the Town has not received any calls about this mailbox. Ayers further stated that when the Town receives a call they are requested to submit something in writing and staff then works with the resident to repair or replace the mailbox. Ayers noted the mailbox policy states a replacement cost of \$25 for a mailbox and \$25 for a pole. Ayers further noted that we cannot correct if staff is unaware.

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 January 16, 2019 Board meeting
- b) Approval of bills (payroll related disbursements #4775-4808 and bills #29839-29905) and December Cash on Hand
- c) Operator's Licenses – Christa Benson, Cindi Gonzagowski, and Anita Bechen.

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

3) NEW BUSINESS

- a) Professional Services Acknowledgement submitted by Mead and Hunt for additional engineering costs on the Seminary Springs and Burke Road project. Viney inquired whether the additional requested costs will be paid to Mead and Hunt or the contractor. Ayers stated the additional engineering costs are for the culvert/ditching work on Burke Road which was added to the scope of services after the agreement was submitted.

Motion: Berg/Truitt to approve the Professional Services Acknowledgement submitted by Mead and Hunt for additional engineering costs of \$20,600 for the Seminary Springs and Burke Road project. Motion carried.

- b) Agreement for Acceptance of Yard Waste Compost with Schonheit Gardens for March 2019 to November 2023. Nimmow inquired if there will be a cost increase in the new agreement. Ayers stated this is a five-year contract with a \$1,000 increase. She further stated the new agreement states they will be open seven days a week which will benefit our residents. Viney inquired if there will be any cost to the resident. Ayers indicated there is a five dollar permit fee. She further indicated that the Town basically pays for it and provides a service to the residents. The permit is a way to monitor who is using the site.

Motion: Stieren/Nimmow to approve the Agreement for Acceptance of Yard Waste Compost with Schonheit Gardens for March 2019 to November 2023. Motion carried.

- c) Petition for Attachment to the City of Madison submitted by Kutsunis Law Office on behalf of Hooper Corporation, properties located at 4202 and 4210 Hoepker Rd (parcels 0810-093-8730-0 and 0810-9290-4). Ayers indicated the petition for attachment has been filed and this is for information only as outlined in the boundary agreement.

4) OLD/UNFINISHED BUSINESS

- a) Stony Ridge (Hagen Hill) Park encroachments discussion and approval of letter to property owners. Ayers stated that once the letter is sent to the property owners they will have approximately three months to take care of the encroachments. The letter will be tailored to the persons with the encroachments. Ayers indicated she spoke to the administrator for the City of Sun Prairie in regards to placing a special tax on the City's residents who have properties encroaching on the park. He noted it would be nicer if they removed the encroachments than to have to assess but could if it becomes an issue. Viney inquired if it is just a lot of junk and toys needing to be removed. Ayers indicated along with the junk are gardens, dog kennels, tree houses and a basketball court. Ayers further noted there are trees encroaching on the park tree line and is unsure if they were planted or are volunteers. She further noted the trees provide a barrier to the park and would hate to have them removed. Viney indicated he agreed and would like the stuff removed not the trees.

Motion: Nimmow/Stieren to approve the letter to be sent to property owners encroaching on the Stony Ridge (Hagen Hill) Park. Motion carried.

5) COMMITTEE REPORTS (AS APPLICABLE)

- a) Plan Commission – Berg reported that after the joint public hearing with the Board the commission met regarding matters that will come before the Board at the next meeting.
- b) ETZ Committee – meeting scheduled for March 11.
- c) Parks Commission – nothing to report.
- d) NECC – nothing to report.

6) NEXT MEETING DATE. Wednesday, March 20, 2019 at 6 p.m.

7) ADJOURNMENT. Motion: Nimmow to adjourn. Meeting adjourned at 6:27 p.m.

Teri Saxon
Deputy Clerk/Treasurer
Town of Burke
March 14, 2019