TOWN OF BURKE BOARD MINUTES

Wednesday, January 19, 2022 at 6:00 p.m.

5365 Reiner Rd., Madison WI 53718

ADMINISTRATIVE

It was determined that a quorum was present and the meeting was properly posted.

The meeting was called to order at 6:00 p.m. by Chairman Viney.

Members in attendance: Chairman Kevin Viney, Supervisors Steve Berg, and Chris Truitt. Also in attendance: Administrator/Clerk/Treasurer PJ Lentz, Deputy Treasurer/Clerk Elissa Friedl, and Public Works Lead Ron Kurt. Others in attendance: Khris Barber and Skip Kraiss.

PUBLIC HEARING

Public Hearing regarding an Amendment to the Town Comprehensive Plan and Rezone submitted by Khris Barber on behalf of Premier Golf. To change the land use designation of 7.72 acres of Property located at 5926 Cty Hwy CV (0810-084-8170-0) from Rural Residential-08 to Heavy Commercial along with rezone request of 5.23 acres of same parcel rezone from General Commercial to Heavy Commercial. The public hearing was opened by Chairman Viney at 6:00 p.m. With no one present to speak, the public hearing was closed at 6:01 p.m.

CONSENT AGENDA

1. Minutes of December 15, 2021
2. Bills and Payroll
3. Appointment to ETZ Committee – Roland (Skip) Kraiss
4. Update to authorized signers at Bank of Sun Prairie to include Deputy Clerk Treasurer Elissa S. Friedl
5. Operator Licenses: Rebecca B. Lightfoot

Motion by Sup. Berg, seconded by Sup. Truitt to approve consent agenda as presented. **Motion carried.**

NEW BUSINESS

1. Rezone Application Submitted by Khris Barber on behalf of Premier Golf to Rezone 5926 Cty Hwy CV. No action taken.
   1. Ordinance 01192022 Amending the Comprehensive Plan FLU map to reflect a change from RR-8, GC, and HC to HC on the 17.55 acres of parcel 0810-084-8170-0 that resides to the south of Cty Hwy CV. Sup. Berg moved to adopt ordinance 01192022 Amending the Comprehensive Plan FLU map, seconded by Sup. Truitt. **Motion carried.**
   2. Resolution 01192022C Conditionally Approving the Rezone Petition submitted by Khris Barber on behalf of Premier Golf to rezone 17.55 acres of parcel 0810-084-8170-0 to the south of County Highway CV as Heavy Commercial. Sup. Berg moved to approve Resolution 01192022C and read the conditions of the rezone set forth in the resolution into the record:
2. A 40-foot setback on the west side of the property along the residential line is enforced to allow further buffer separation and natural screening for the existing residential area; and
3. Premier Golf/Lynch Estate obtaining approval of the rezone from Dane County and satisfaction of any conditions thereof by April 29, 2022
4. All outstanding monies owed the Town to be paid in full by Khris Barber/Premier Golf
5. In the event all these conditions of approval are not fulfilled or waived by the Town Board by April 29, 2022, this approval shall be automatically null and void.

Following reading of the conditions of the rezone, Sup. Truitt seconded the motion. **Motion carried.**

1. Resolution 01192022A to Amend 2021 General Fund for Sale and Purchase of truck. Sup. Truitt moved to approve Resolution 01192022A, seconded by Sup. Berg. **Motion carried.**
2. Resolution 01192022B Transfer Reserves to General and Amend 2021 Budget. Sup. Berg moved to approve Resolution 01192022B, seconded by Sup. Truitt. **Motion carried.**
3. Resolution 01192022D to Write Off Delinquent Personal Property Tax Balances. Sup. Truitt inquired why this was the first the Board was hearing of this. Administrator Lentz said this came about as a result of cleaning up the books in the financial software. Deputy Clerk/Treasurer Friedl said she typically did this annually in other municipalities when collection efforts failed and where amounts could not be recovered by the annual personal property chargeback process. She is unsure why it was not done in recent years. Sup. Truitt said that some of the companies listed are still in business and Chair Viney asked if there was any other recourse. Administrator Lentz said ultimately there is little we can do due to the age of the outstanding accounts. Sup. Truitt moved to approve Resolution 01192022D with the understanding that new staff change the process for resolving the personal property accounts in the future, seconded by Sup. Berg. **Motion carried.**
4. FedMadison Drive LLC Revenue Sharing of 2020 and 2021. Administrator Lentz shared with the Town Board that over $40,000 was received in late 2021 for the 2020 property tax year and estimated that $177,000 will be received in 2022 for the 2021 property tax year. She is seeking input as to the use of the funds as they were not included in the original budgets. Sup. Truitt said he thought these funds were going to reduce the town taxes. Chair Viney said we need to look back in the minutes to determine what the intended use was. Administrator Lentz indicated she will do some further research and the item will return to a future agenda.
5. Trash/Recycling charges from 2021 and prior. Administrator Lentz indicated that through the transition from Waste Management to Pellitteri, a number of properties have been identified that have been receiving trash and recycling pickup at the Town’s cost, but have not been charged on the tax bill. She indicated there are approximately 19, with two of them now in the Town of Madison. Lentz said she is uncertain how far back the properties have been picked up because Waste Management could not produce a list of the addresses that were being picked up. Sup. Truitt moved to bill parcels that have not paid for trash/recycling for 2021 (prior) service as well as proactively bill 2022, seconded by Sup. Berg. **Motion carried.**
6. Building furnace and air conditioner. Administrator Lentz reported that one quote was received from Cardinal Heating for replacement of the furnace and air conditioner for Town Hall. She noted that there had been previous discussion about utilizing ARPA funds for this project but noted there are capital funds reserved for building needs. Chair Viney asked if there was more than one quote and whether there was a link to COVID to utilize ARPA funds. Public Works Lead Ron Kurt said Cardinal was the only quote obtained and that Cardinal has said that a UV lighting system could be installed that would kill viruses but that wouldn’t be something done by installing a new furnace and air conditioner unit. Both Viney and Sup. Truitt said they would prefer to see more quotes before making a decision on this matter. The item was tabled.

REPORTS

1. Plan Commission, ETZ Committee, Parks Commission, NECC

Sup. Berg reported the Plan Commission met in January regarding the Barber item earlier on today’s agenda. There will be a public hearing on February 2 and a Plan Commission meeting on February 9 regarding a temporary concrete plant. No updates for the other committees.

1. Administrator and Public Works Reports

The Administrator and Public Works reports were provided to the Town Board in the packet. Chair Viney asked if the reported 35.5 tons of salt used so far this winter was comparable to other years. Ron Kurt said we have been fortunate so far and this is low for this time of year. Sup. Truitt asked about the item on the Administrator’s report indicating the Fire Protection contract amount was $12,000 more than budgeted. He requested that a future agenda address getting someone from the Town of Burke on the Fire Board.

PUBLIC INPUT:

None

CLOSED SESSION

Convene into closed session pursuant to Wis. Stat. § 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. Closed session was tabled to the next meeting when the full Town Board can be present.

NEXT MEETING DATE: February 16, 2022 at 6:00 p.m.

ADJOURNMENT

Motion by Sup. Truitt to adjourn at 6:51 p.m.

Approved:

PJ Lentz, Administrator Clerk Treasurer