**TOWN OF BURKE BOARD MINUTES**

Wednesday, May 18, 2022 following Board of Review Initial Meeting

5365 Reiner Rd., Madison WI 53718

**ADMINISTRATIVE**

It was determined a quorum was present and the meeting was properly posted. The meeting began immediately following the initial meeting of the Board of Review at 5:56 p.m.

Attendance: Chairman Kevin Viney, Supervisors Steve Berg, Jeff Stieren, Chris Truitt and Lisa Rubrich.

Also in attendance: Administrator/Clerk/Treasurer PJ Lentz, Deputy Treasurer/Clerk Elissa Friedl, and Public Works Lead Ron Kurt.

Others in attendance: Christine Mickelson and David Sweet.

**CONSENT AGENDA**

* Minutes of April 19, 2022
* Bills and Payroll

Motion to approve by Sup. Stieren, seconded by Sup. Berg. **Motion carried.**

**NEW BUSINESS**

**Discuss possible rezone for 4281 Acker Road from Heavy Commercial to Rural Industrial for David Sweet and Matthew Hunter (Madison Auto Recycling, LLC)**

David Sweet was present to explain he is looking to rezone 4281 Acker Road. His business removes batteries and catalytic converters and then vehicles are taken to DeForest to a separate business that removes the fluids. Zoning of Rural Industrial will allow removal of parts as the business plans to remove electrical parts and sell them online. There would be no in person sales. Sweet indicated the business is regularly inspected for any potential groundwater issues and intends to install a privacy fence. With no further questions from the Board, Mr. Sweet left the meeting.

**Board mempber expected duties, paid or volunteer responsibilities**

Chairman Viney explained that this issue arose from trying to figure out coverage when two employees in the same department want the same time off. He asked Administrator Lentz to find out if a Board member filling in is covered by insurance and whether there is any compensation for the additional work. Administrator Lentz explained that the Board should adopt a formal position establishing whether performing additional work or filling in for staff is an expected part of being a Town Board member or if this is considered part-time employment by the Town separate from the office of Town Board member. There was discussion about whether the current part-time Public Works employee that primarily assists with snow plowing could fill in. His availability to do so is uncertain at this time. Sup. Stieren said he believes the Town should be able to obtain an umbrella insurance policy that would cover when a Board member has to do additional work to fill in for staff. Sup. Truitt said if a situation arises, the Town Board member should be hired as a part-time staffer as these duties are above and beyond that of an elected official. Administrator Lentz will work on a policy to present at a future meeting. **No action taken.**

**Resolution 05182022A Adopt Ward Plan and Combine Municipal Wards for Voting Purposes**

Sup. Truitt moved to adopt resolution 05182022A, seconded by Sup. Stieren. **Motion carried.**

**Resolution 05182022B Transfer of excess 2021 Budget Funds to 2022 Budget**

Sup. Truitt inquired about the reason for this resolution. Deputy Clerk/Treasurer Friedl said Resolutions 05182022B and 05182022C are related. She said the Town Board has a long history of carrying over unused funds into the next budget and some of these funds are the same funds being moved every year. She indicated the resolutions for consideration this evening were prepared with the objective of separating remaining funds likely needed to fund expenses in the 2022 budget from funds that can be reserved until a specific project or need for them is identified in a future year. Sup. Berg moved to adopt resolution 05182022B, seconded by Sup. Stieren. **Motion carried.**

**Resolution 05182022C Reorganize Reserve Accounts and Transfer Excess 2021 Budget Funds**

Sup. Berg moved to adopt resolution 05182022C, seconded by Sup. Rubrich. **Motion carried.**

**Resolution 05182022D Transfer funds from Reserve for Revaluation and Amend 2022 Budget**

Sup. Berg moved to adopt resolution 05182022D, seconded by Sup. Stieren. **Motion carried.**

**Resolution 05182022E Write off Delinquent Personal Property Tax Balances Tax Year 2020**

Sup. Stieren moved to adopt resolution 05182022E, seconded by Sup. Berg. **Motion carried.**

**Resolution 05182022F Transfer Road Maintenance Fees to Capital/Roads Fund**

Sup. Berg moved to adopt resolution 05182022F, seconded by Sup. Rubrich. **Motion carried.**

**OLD BUSINESS**

**Nelson Road Speed Study and Speed Limit Discussion**

Chairman Viney noted the recommendation from the study seems to be no change. **No action taken.**

**Burke Conservancy Estates Park**

Sup. Stieren said he agrees with the Town Engineer’s assessment and noted that the park is designed for average rainfall and some wetness is to be expected when rainfall exceeds the average. **No action taken.**

**Community Room Rental**

Chairman Viney explained he and the office staff are receiving requests to rent the community room and Administrator Lentz has been researching policies, pricing and cleaning options and noted that it may be time to consider different flooring that is easier to clean. Sup. Stieren suggested keeping the concrete floor and having it epoxied. There was discussion about limiting the types of events that could be held to business meetings and similar gatherings without food and beverage as well as the cleaning issues when there are back to back rentals in one weekend. Sup. Truitt moved to begin renting the community room at the prices listed on the draft rental agreement except to amend the deposit amount to $500 for parties and events that are not business meetings or Town of Burke based club or organization meetings, seconded by Sup. Rubrich. **Motion carried.**

**Park Custodian Position/Professional Cleaning**

Administrator Lentz said that she contacted multiple cleaning companies but Crystal Cleaners was the only one that offered weekend availability. The bid is for $220 weekly and includes shelter duties on weekends which would eliminate the need for the park custodian position. Sup. Truitt moved to approve contracting with Crystal Cleaners, seconded by Sup. Rubrich. **Motion carried.**

**External Security Cameras/Automatic Door**

Administrator Lentz presented a bid from Pyramid Telephone & Security for a camera system. The cameras would be placed at the front entrance, side entrance, garage doors and by the outside restrooms. Sup. Stieren requested that staff get a sample of the footage taken by the cameras to see if they can pick up license plates before moving forward with a purchase. **No action taken.**

Sup. Truitt asked why an automatic door was being proposed when it isn’t required by building code. Administrator Lentz said polling places are required to be accessible. The current practice to address the lack of an accessible door is to place a temporary doorbell outside during elections, but there is a sidewalk issue that needs to be addressed with or without the automatic door. Sup. Truitt said he would rather fix the concrete than spend money on an automatic door. Sup. Truitt moved to replace the second concrete slab outside the front entrance, seconded by Sup. Rubrich. **Motion carried.**

**REPORTS**

Plan Commission – Sup. Berg indicated the Plan Commission did not meet in May.

Parks Commission – Sup. Stieren said he visited Conservancy Park and is working on the bridge issues.

Clerk’s Department Report & Financials and Public Works Report – No comments.

ETZ Committee – Sup. Berg said there are no updates.

NECC – Sup. Truitt reported there will be a meeting in June to consider the budget.

**NEXT MEETING DATE**

June 15, 2022, 5:30 p.m. (Public Hearing), 6:00 p.m. (Town Board Meeting)

**ADJOURNMENT**

Motion by Sup. Truitt to adjourn at 7:22 p.m.

Approved:

PJ Lentz, Administrator Clerk Treasurer