**TOWN OF BURKE BOARD MINUTES**

Wednesday, June 15, 2022 following Plan Commission 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 Plan Commission meeting at 5:39 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 (arrived 5:48 p.m.).

Others in attendance: Adam and Anne Steele and members of the Plan Commission for the beginning of the meeting.

Public Concerns: None

**CONSENT AGENDA**

* Minutes of May 18 and June 7, 2022
* Bills and Payroll

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

**NEW BUSINESS**

**Request by Manjesh Agrawal to close Burke Road for the Festival of India parade on July 16 from 11 a.m. to 1 p.m. and use Town traffic barriers**

Motion to approve the road closure and use of Town traffic barriers by Sup. Stieren, seconded by Sup. Berg. **Motion carried.**

**Ordinance 06152022 Amending the Comprehensive Plan FLU Map to reflect a change from SFR to HC on the northern portion of parcel 0810-344-9870-8 (3700 County Highway T) and the entire parcel 0810-344-9851-1 (3710 County Highway T) Note: 3710 is already zoned HC with Dane County Zoning**

Motion to adopt ordinance 06152022 amending the Comprehensive Plan FLU Map by Sup. Truitt, seconded by Sup. Stieren. **Motion carried.** Administrator Lentz reminded the Steele’s they now have until December 31, 2022 to finish the process with Dane County.

**Resolution 06152022B Conditionally approving a rezone of the northern portion of 3700 County Highway T from SFR to HC on parcel 0810-344-9870-8 to create a single zoned parcel**

Motion to adopt resolution 06152022B approving a rezone of the northern portion of 3700 County Highway T to create a single zoned parcel by Sup. Berg, seconded by Sup. Stieren. **Motion carried.**

**Appoint additional election inspectors for the 2022-2023 election cycle**

Motion to appoint Sydney Anderson, Rema Denruiter, and Lora Fry as election inspectors for the 2022-2023 election cycle by Sup. Berg, seconded by Sup. Rubrich. **Motion carried.**

**ARPA Committee recommendations for use of funds**

1. **Burke Park Parking Area Addition - bid**
2. **Burke Park/Town Hall Parking Lot - bid**
3. **Election Items - $7560 (Badger Books, projector, DYMO printer)**
4. **Town Hall Safety Improvements - $2650 (cement exit pads, lobby tempered glass)**
5. **Burke Park covered bridge and pedestrian bridge - $3200 (waiting on other estimates)**

Sup. Stieren explained the parking lot addition would add 20-24 stalls at the end of the tree line. Sup. Berg pointed out one tree and the horseshoe pits would need to be removed. Sup. Truitt asked about a storm water runoff plan. Ron Kurt indicated a rough estimate for the project is $140,000-$150,000 but the project will need to go through the formal bidding process.

Administrator Lentz explained the election request for Badger Books (electronic poll books), a projector for training that could also be used for other presentations at Town Board or other meetings and an additional DYMO printer for absentee ballot labels. Lentz indicated that if ordered now, the Badger Books could be used as early as the 2023 spring election cycle. Sup. Truitt questioned the use of Badger Books. Deputy Clerk Friedl stated a paper poll book is printed the day prior to an election with the most up to date voter registration information and the Badger Book tablet would be loaded with the same information just prior to an election. Administrator Lentz will provide additional information to the Board.

Administrator Lentz explained the Town Hall safety improvements are to replace the plastic customer service windows in the lobby with glass and to place cement pads outside the emergency exit doors.

Ron Kurt obtained two estimates for asphalt shingles and Administrator Lentz is working on getting an estimate for replacement/repair of the cedar shake.

Sup. Stieren moved to obtain bids for the Burke Park parking lot addition and repair/replacement of the current parking lot and approve use of ARPA funds for items listed in items “a” through “e” on the agenda, seconded by Sup. Berg. Sup. Truitt indicated he would not support the purchase of the Badger Books. Sup. Stieren amended the motion to approve starting the bid process on the items listed as “a”, “b”, “d”, and “e” on the agenda, seconded by Sup. Berg. **Motion carried.**

**Town Hall Landscaping, Building and Window Wash, Cement Entry**

Administrator Lentz reported there is approximately $12,800 in the current year budget between building repair and maintenance and building capital outlay as well as $5,500 in reserve for building capital outlay. Sup. Berg moved to approve moving forward with the Town Hall maintenance items listed and authorize a transfer from reserve for $5,500, seconded by Sup. Stieren. Administrator Lentz suggested the Board do a formal budget amendment if the $5,500 is needed. Sup. Berg amended the motion to approve the use of the budgeted funds of approximately $12,800 on these maintenance items and if the $5,500 in reserve is needed come back to the Town Board with a formal resolution for a budget amendment, seconded by Sup. Stieren. **Motion carried.**

**Resolution 06152022A Budget Amendment for purchase of DS200 Tabulator for elections.**

Administrator Lentz indicated there is $6,000 in the budget, but the purchase is $6,620, thus requiring a budget amendment for the $620. Lentz indicated the current DS200 has some printer issues that have been corrected with the newer models and the added unit will allow simultaneous processing of absentee ballots and the ballots of in person voters on Election Day. Sup. Truitt moved to table the resolution for a budget amendment to the next meeting, seconded by Sup. Rubrich. **Motion failed by vote of Yes: 2 (Truitt, Rubrich), No: 3 (Viney, Berg, Stieren).** Chairman Viney moved to adopt resolution 06152022A Budget Amendment for purchase of DS200 Tabulator, seconded by Sup. Stieren. **Motion carried by voice vote of Yes: 4, No: 1 (Truitt).**

**LICENSES AND PERMITS**

**Renewal retail alcohol beverage and tobacco license applications for Kwik Trip #673 and #1510, Madison Travel Plaza/Truckers Inn, TA-Madison Travel Center, Eagle Crest Tavern, Keg Tab, Seminary Spring Tavern, Pegasus Restaurant Group/Rodeside Grill, The Shed, Speckled Hen Inn, and Thomas L Truax Post #8483**

Sup. Berg moved to approve liquor licenses and tobacco licenses as submitted except the license renewal for VFW Post #8483, seconded by Sup. Stieren. **Motion carried.** Sup. Berg moved to approve the license renewal for VFW Post #8483 with a specific exclusion of the outdoor pavilion and outdoor patio from the license application, seconded by Sup. Stieren. **Motion carried.**

**New and renewal operator’s license applications**

Motion by Sup. Stieren to approve all new and renewal operator licenses presented, seconded by Sup. Berg. **Motion carried.**

**REPORTS**

**Plan Commission** – Sup. Berg indicated the Plan Commission will meet July 6th for a CUP and rezone application.

**Parks Commission** – Sup. Stieren said he and his son cleaned the public bathrooms at Burke Park and he thinks there may need to be some changes made to the rental policy or an alternative to the bathrooms being open until 10 p.m. Portable toilets were discussed as a potential alternative.

**ARPA Committee** – No further update, discussed earlier in the meeting.

**ETZ Committee** – Sup. Berg said the ETZ Committee has not met.

**NECC** – Sup. Truitt said there is no update.

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

**NEXT MEETING DATE**

July 20, 2022, 6:00 p.m.

**ADJOURNMENT**

Motion by Sup. Truitt to adjourn at 6:46 p.m.

Approved: 7.20.2022

PJ Lentz, Administrator Clerk Treasurer