**TOWN OF BURKE BOARD MINUTES**

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

5365 Reiner Rd., Madison WI 53718

**ADMINISTRATIVE**

It was determined a quorum was present and the meeting was properly posted. The meeting began at 6:00 p.m. Attendance: Chairman Kevin Viney, Supervisors Steve Berg, and Lisa Rubrich.

Also in attendance: Administrator/Clerk/Treasurer PJ Lentz and Deputy Treasurer/Clerk Elissa Friedl.

Others in attendance: Kristin Schmitt and Mike Jacobs for the beginning of the meeting.

**PUBLIC INPUT**

None

**CONSENT AGENDA**

* Minutes of July 15, 2022
* Bills and Payroll

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

**NEW BUSINESS**

**Cemetery Headstone Preservation – Kristin Schmitt**

Ms. Schmitt was present to request permission to clean headstones at both cemeteries owned and operated by the Town of Burke on a volunteer basis. Schmitt described the process she uses and indicated she only works on headstones older than World War II which are less likely to have family members performing such maintenance. Motion to allow Kristin Schmitt to begin cleaning headstones in cemeteries owned and operated by the Town of Burke by Sup. Berg, seconded by Sup. Rubrich. **Motion carried.**

**Joint effort with City of Sun Prairie to alter the intersection of Hwy 19 and Westmount**

Mike Jacobs was present to discuss concerns about the intersection of Hwy 19 and Westmount. He believes the high school and fast food restaurant nearby will increase traffic issues and a petition has been circulated in the area to encourage DOT to take action there as this involves a State Highway. DOT has indicated the potential for added turn lanes in 2025 but presently has no intent to install traffic control devices. Jacobs indicated City of Sun Prairie voted 8:0 in support of installation of a traffic control device and inquired whether Burke would consider a cost-share. Chairman Viney said he supports efforts toward convincing DOT to take action and thanked Jacobs for his efforts. **No action taken.**

**Open and award 2022 Chip Seal Contract**

One bid was received and opened from Scott Construction in the amount of $41,094.13 for chip sealing on McCoy Road and Nelson Road. Motion to approve the bid and enter into a contract with Scott Construction for 2022 chip sealing in the amount of $41,094.13 made by Sup. Rubrich, seconded by Sup. Berg. **Motion carried.**

**Yard Waste Budget and Resident Notification**

Administrator Lentz indicated that based on the cost and participation of the first two yard waste collection dates, the Board may be able to consider adding a pickup. Limited dates may be available with Pellitteri. If any changes are made, a mailing would need to be done at a cost of approximately $400 as pickup dates for the year were already advertised. Motion to add one September yard waste pickup in 2022 and advertise with a mailing to residents and revisit the number of pickups for 2023 during the budget process by Sup. Rubrich, seconded by Chairman Viney. **Motion carried.**

**Street Lighting Special Charges**

Research by office staff on the history of placing special charges for street or park lighting electricity costs was presented. There are presently 226 parcels with special charges placed on the tax bills for lighting for a total amount of $4424. Motion by Sup. Berg to discontinue special charges on the tax bill for lighting and cover the cost of such lighting with General Fund revenues and if future lighting additions are requested by specific properties or areas, that special assessments will be considered for installation costs, seconded by Sup. Rubrich. **Motion carried.**

**JAD Land Development, LLC Final Lift on Wood Drive**

Administrator Lentz explained the final lift is not yet installed on Wood Drive and has been delayed a number of times. A letter of credit for the development is still active with the bank if the Town would need to take action to install the final lift. Motion by Chairman Viney to set final extension for developer to complete the final lift on Wood Drive to September 23, 2023, seconded by Sup. Rubrich. **Motion carried.**

**OLD BUSINESS**

**Exterior Cameras**

Administrator Lentz presented the newest estimates for a camera system. Motion to approve purchase and installation of a four-camera system for the exterior as proposed by Pyramid Telephone and Security in the amount of $3,613 with optional equipment of two interior cameras at $315 each and addition of a driveway camera for $643 by Sup. Berg, seconded by Chairman Viney. **Motion carried.**

**Community Room (Paint, Flooring, Refrigerator & Cooktop)**

Administrator Lentz presented two painting quotes and multiple flooring options. No estimate could be obtained for epoxy flooring as suggested at a prior meeting as the vendor needs to view the condition of the concrete under the carpet before providing a price. Lentz is considering used appliances for the replacements.

Motion to approve bid from Evolution Painting and Contracting in the amount of $2,725 by Sup. Rubrich, seconded by Sup. Berg. **Motion carried.**

Motion to proceed with carpet removal by 1-800-Got-Junk to allow for epoxy estimate after the August Election and prior to the November Election by Sup. Rubrich, seconded by Sup. Berg. **Motion carried.**

Motion to approve purchasing refrigerator, cooktop cover and microwave in an amount not to exceed $750 by Sup. Rubrich, seconded by Sup. Berg. **Motion carried.**

**Town Hall Entrance Sidewalk and Public Restroom Sidewalk**

Administrator Lentz presented pricing and options for replacement and/or repair.

Motion to approve the quote from Concrete Lifting Technologies in the amount of $1432.41 to lift, support and stabilize two slabs on both the front and back sidewalks by Sup. Rubrich, seconded by Sup. Berg. **Motion carried.**

**Ordinance Amendments and Fee Schedule Resolution**

* Ordinance 07202022A 2.1.05(2) Plan Commission Compensation
* Ordinance 07202022B 2.1.08 Election Worker Compensation
* Ordinance 07202022C 2.1.10 Public Records
* Ordinance 07202022D 2.1.11(2) Processing Fee
* Ordinance 07202022E 2.7.3.10 Charges for Tax Exempt
* Ordinance 07202022F 2.7.3.13 Tax Exempt Fee
* Ordinance 07202022G 2.7-15 Real Property Status
* Ordinance 07202022H 2.9.4 Public Records
* Ordinance 07202022I 4.3.1(2) Street Opening
* Ordinance 07202022J 7.1.4(b) Kennel License
* Ordinance 07202022K 7.3.1 Cigarette License
* Ordinance 07202022L 7.4.2,3,4 Direct Sellers
* Ordinance 07202022M 7.7.1(c)(9) Fireworks
* Ordinance 07202022N 7.9.1(e)Street Use
* Ordinance 07202022O 7.10.2(c) Large Assemblies
* Ordinance 07202022P 10.1.15 Building Permit

Motion to adopt ordinance amendments 07202022A through 07202022P removing specific dollar amounts from Town ordinances to a fee schedule by Sup. Berg, seconded by Sup. Rubrich. **Motion carried.**

* Ordinance 07202022Q 7.2.1 – 35 Malt and Liquor Beverages

Office staff presented the revisions to the Malt and Liquor Beverages ordinance. Most changes were to updates to match State Statutes Chapter 125 and such changes were reviewed by an attorney at Stafford Rosenbaum. Changes not caused by updates to State Statutes included: removal of requirement that operators and agents (managers) be residents of Dane County, removal of outdated procedures such as fingerprinting and references to FBI background checks, and removal of restrictions in excess of State Statutes on Class A licensed premises hours and locked areas. Fees were also removed from this chapter to be included in the fee schedule. Motion to adopt Ordinance 07202022Q to Repeal and Recreate Section 7.2 of the Town of Burke Code of Ordinances made by Sup. Rubrich, seconded by Sup. Berg. **Motion carried.**

* Resolution 07202022 Amending Town Fee Schedule

Motion to adopt resolution 07202022 to amend the Town of Burke Fee Schedule by Sup. Berg, seconded by Sup. Rubrich. **Motion carried.**

**ARPA Use of Funds**

* Election Items

Motion to approve purchase of Badger Books for the estimated price of $6,600, projector for maximum $500 and DYMO printer for maximum $400 with ARPA funds by Sup. Rubrich, seconded by Chairman Viney. **Motion carried.** Administrator Lentz indicated the Badger Book will be ordered but will not be in use until the 2023 elections.

* Town Hall Safety Improvements

Motion to approve installation of cement exit pads outside the Community Room emergency exit doors in the amount of $300 by Sup. Rubrich, seconded by Sup. Berg. **Motion carried.**

Motion to approve installation of glass in lobby customer service windows by City Glass Company, Inc. in the amount of $1,081 by Sup. Berg, seconded by Chairman Viney. **Motion carried.**

Motion to authorize removal and replacement of cedar shingles on park bridges and repair pedestrian bridge handrails in the amount of $5,000 by Chairman Viney, seconded by Sup. Rubrich. **Motion carried.**

**CLOSED SESSION**

Closed session pursuant to Wis. Stats. 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 for the purpose of discussing personnel issues and employee benefits. Sup. Berg moved to convene into closed session at 9:07 p.m., seconded by Chairman Viney and carried by unanimous roll call vote. Present in closed session were: Chairman Kevin Viney, Supervisors Steve Berg and Lisa Rubrich, Administrator/Clerk/Treasurer PJ Lentz and Deputy Treasurer/Clerk Elissa Friedl.

Motion by Sup. Berg to return to open session at 10:51 p.m., seconded by Sup. Rubrich and carried by unanimous voice vote.

**ACTION ON CLOSED SESSION MATTERS**

**Employee Handbook**

Motion to approve addition to handbook of sick time for employees earned at a rate of six (6) hours per month of service with such sick time allowed to be carried over from year to year beginning January 1, 2023 by Sup. Berg, seconded by Chairman Viney. **Motion carried.**

Motion to revise handbook references to paid time off (PTO) to vacation time while retaining current levels of earning vacation using anniversary date method of calculating service by Chairman Viney, seconded by Sup. Rubrich. **Motion carried.**

Motion to retain edits (work hours, attendance, resignation, holidays, longevity, health and dental, vision, and telephone) to the employee handbook draft made by Administrator Lentz and approve draft as presented with the amendments from the two motions at tonight’s meeting regarding sick time and vacation time by Sup. Rubrich, seconded by Chairman Viney. **Motion carried.**

**REPORTS**

Motion to table all reports to August Town Board meeting by Sup. Berg, seconded by Chairman Viney. **Motion carried.**

**NEXT MEETING DATE**

August 17, 2022, 6:00 p.m.

**ADJOURNMENT**

Motion by Sup. Berg to adjourn at 10:55 p.m.

Approved: 7.20.2022

PJ Lentz, Administrator Clerk Treasurer