**TOWN OF BURKE**

**TOWN BOARD MINUTES**

Wednesday, October 19, 2022, immediately following public hearing

5365 Reiner Rd., Madison WI 53718

**ADMINISTRATIVE**

It was determined a quorum was present and the meeting was properly posted. Sup. Berg called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited. Attendance: Supervisors Jeff Stieren, Steve Berg, Chris Truitt and Lisa Rubrich. Chairman Viney arrived at 6:15 p.m. Also in attendance: Attorney Chris Hughes, Engineer Anne Anderson, Administrator/Clerk/Treasurer PJ Lentz, Deputy Treasurer/Clerk Elissa Friedl, Public Works Lead Ron Kurt, Doug Yelk, Fire Chief Garrison, Gary Ziegler, and others.

**PUBLIC INPUT** - None

**CONSENT AGENDA**

* Minutes of September 21, 2022 and October 12, 2022
* Bills and Payroll

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

**OLD BUSINESS**

**Amendment to JAD Land Developer Agreement**

Attorney Hughes reported Mr. Wood has not signed the amendment to the Development Agreement and the 2022 deadline to complete the paving on Wood Drive has passed. Motion by Sup. Truitt to authorize the Town Attorney to serve notice of default on JAD Land Development and to authorize the Town Chair to draw on the letter of credit. Motion seconded by Sup. Stieren. **Motion carried.**

**NEW BUSINESS**

**Daentl Bridge Reconstruction and Grant Funding**

Anne Anderson of Mead & Hunt reported the BIL funding application for Daentl Bridge replacement was successful with the State anticipated to cover 80% of construction cost. The State approved a similar cost share for design but if the Town accepts design funds, a formal qualifications-based RFP process to select a design engineer must be followed. It is also anticipated there may be a cost share with Village of DeForest. Motion by Sup. Berg to proceed with the RFP process for a design engineer so the State will contribute towards the design costs of the project. Motion seconded by Sup. Stieren. **Motion carried.**

**Northeast Dane County Fire Unit**

Doug Yelk and Chief Garrison were present to discuss the estimate for 2023 fire protection. Yelk reported the preliminary estimate is $220,027 but he still needs to meet with the Mayor of Sun Prairie before giving a final number. Chief Garrison presented an estimated 2023 budget for the Fire Department and statistics that determine how costs are split between the City of Sun Prairie and Towns of Burke, Bristol and Sun Prairie. Chief Garrison noted a third station will be needed if call volume continues to increase. He also reported that personnel retention is a challenge and they frequently lose firefighters to larger departments once they are trained. Sup. Truitt expressed concerns over how the Town’s portion is calculated as well as the timing of the information with final numbers not available until after the Town’s budget preparation. It was requested that Yelk inform the Town Administrator of NEDFU’s meetings so someone from Burke may attend. **No Action.**

**Addition of Town of Springfield to the North East Community Court Intergovernmental Agreement**

Sup. Truitt reported that Town of Springfield is wishes to join the NECC. Sup. Truitt motion to amend the NECC Intergovernmental Agreement between the Town of Blooming Grove, Town of Bristol, Town of Burke, Village of Dane, Town of Sun Prairie and Town of Westport to include the Town of Springfield. Motion seconded by Sup. Rubrich. **Motion carried.**

**Appoint Additional Election Inspectors for 2022-2023 Election Cycle**

Sup. Truitt motion to approve additional election inspectors; seconded by Sup. Rubrich. **Motion carried.**

**Town Assessor Request for Proposals 2023-2025**

Administrator Lentz presented a comparison of the two proposals received. Sup. Berg motion to contract with Associated Appraisal for assessment services for 2023-2025 without online parcel access. Motion seconded by Sup. Truitt. **Motion carried.**

**Park Commission becomes Parks Advisory Committee, Resolution 10192022B**

Administrator Lentz explained the change from Parks Commission to Parks Advisory Committee to allow flexibility in the number of members, terms and duties. The current Parks Committee would like to have nine members plus the member from the Town Board, totaling ten members. Sup. Truitt motion to adopt resolution 10192022B renaming the Town of Burke Parks Commission to Parks Advisory Committee and creating bylaws for the Parks Advisory Committee. Motion seconded by Sup. Rubrich. **Motion carried.**

**Resolution 10192022 to amend 2022 Budget**

Deputy Clerk/Treasurer Friedl stated this is formal action to amend the budget for Town Hall and Parks purchases approved at recent meetings as well as to include revenue sharing from City of Madison because that amount was not known when the budget was prepared. Sup. Stieren motion to adopt resolution 10192022 to amend the 2022 budget and transfer funds from reserves. Motion seconded by Sup. Berg. **Motion carried.**

**OLD BUSINESS**

**2023 Town Budget**

The draft 2023 budget was reviewed. Staff will post the appropriate budget notices at least 15 days in advance of the budget public hearing on November 16. **No Action.**

**REPORTS**

**Plan Commission:** Sup. Berg reported the Plan Commission will be working on an update of the Comprehensive Plan a chapter or two at a time in the coming year.

**Parks Commission:** Sup. Rubrich reported Gary Richards is figuring out sign replacements. The Committee also discussed replacing playground sand with pea gravel and moving the sand to the volleyball courts and the possibility of the Town purchasing a pressure washer.

**ARPA Committee:** No update.

**ETZ Committee:** Sup. Berg reported the ETZ Committee discussed the potential industrial development on Daentl Road. Administrator Lentz is in continued contact with DeForest regarding this potential development.

**NECC:** Sup. Truitt reported the NECC budget information will be available at the end of October.

**Administrator and Public Works reports:** Written reports were presented to the Town Board.

**NEXT MEETING DATE**

November 16, 2022 at 6 p.m. Meetings will include public hearing for 2023 proposed budget, special Town Electors meeting to consider road expenditures and the tax levy, followed by the regular Town Board meeting.

**ADJOURNMENT**

Motion by Sup. Truitt, second by Sup. Rubrich to adjourn at 7:42 p.m.

Approved:

PJ Lentz, Administrator Clerk Treasurer