**TOWN OF BURKE**

**TOWN BOARD MINUTES**

Wednesday, November 16, 2022, immediately following

Budget Public Hearing & Special Meeting of Town Electors

5365 Reiner Rd., Madison WI 53718

**ADMINISTRATIVE**

It was determined a quorum was present and the meeting was properly posted. Chairman Viney called the meeting to order at 6:04 p.m. The Pledge of Allegiance was recited. Attendance: Chairman Viney and Supervisors Jeff Stieren, Steve Berg, Chris Truitt and Lisa Rubrich. Staff in attendance: Administrator/Clerk/Treasurer PJ Lentz, Deputy Treasurer/Clerk Elissa Friedl, Public Works Lead Ron Kurt, Public Works Patrolman Randy Krause. Others in attendance: Captain Jan Tetzlaff, Lieutenant Chris Larsh and Deputy Brad Schroeder representing Dane Co. Sheriff’s Office, Stacee and Sandra Jensen and Loreen Kempfer.

**PUBLIC INPUT** - None

**CONSENT AGENDA**

* Minutes of October 19, 2022
* Bills and Payroll

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

**NEW BUSINESS**

**Presentation and reports by Dane County Sheriff – Captain Jan Tetzlaff**

Captain Tetzlaff shared Burke call and citation data for 2021-2022. Lieutenant Chris Larsh and Deputy Brad Schroeder gave an overview of coverage provided under Burke’s contract with the Sheriff’s Department. Tetzlaff indicated Kerry Porter will replace her as Captain of Field Services next month. **No action.**

**Parks Advisory Committee request for two 8-foot tables for Burke Conservancy Park**

The Board discussed the size of the shelter and whether two additional tables of this size would fit there. Administrator Lentz indicated 6-foot tables can be delivered but 8-foot tables would need to be picked up. Motion by Sup. Rubrich to approve purchase of two 6-foot tables at a cost of $998.85 each. Motion seconded by Sup. Berg. **Motion carried.**

**Update re: Northeast Dane County Fire Unit**

Administrator Lentz reported that as of January 1, 2024 the City of Sun Prairie will take over Sun Prairie Fire and Rescue Company and employ the firefighters as City employees. The Northeast Dane County Fire Unit hopes to continue and keep its equipment separately from the City of Sun Prairie. Lentz indicated there are no cost estimates available at this time but the increase in fire protection costs to the Town are expected to increase significantly as a result of these changes. **No action.**

**OLD BUSINESS**

**Amended CSM and Amendment to Resolution 09212022D Sandra and Stacee Jensen**

Motion by Sup. Truitt to approve the amended CSM and revised Resolution 09212022D. Motion seconded by Sup. Berg. **Motion carried.**

**Associated Appraisal cost to convert data $3,000-$5,000**

Administrator Lentz reported the RFP from Associated Appraisal did not quote a price for data conversion as a result of switching assessment firms and indicated only that this cost is not included in the price quote. She notedthat even with the estimated cost to convert the data of $3,000-$5,000, the Associated Appraisal price is lower than the Accurate Appraisal price over the three year contract. Motion by Sup. Berg to authorize Administrator Lentz to negotiate a lower cost for the software conversion. Motion seconded by Sup. Truitt. **Motion carried.**

**Community Room Floor Estimate**

Administrator Lentz reported the carpet has been removed. One quote for epoxy is $9,700 and the vendor indicated the floor will be finished by December 2 and useable for the room rental on December 3. The other epoxy vendor could not start until January and vinyl flooring options would also take time to get materials. Lentz said the base will also need to be installed and we can either purchase base and have staff install or purchase it through an outside vendor and have the vendor install. Chairman Viney expressed concern about the vendor installing a floor and the room being used for a rental too soon. He suggested staff work with the vendor to get the glue removed prior to the December rentals but not push completion of the epoxy finish so it doesn’t get damaged. He indicated that partial refunds may need to be offered to December rentals. Motion by Sup. Truitt to approve the epoxy flooring quote in the amount of $9,700. Motion seconded by Sup. Rubrich. Lentz noted a budget amendment will be needed once the final cost of the flooring and base is known. **Motion carried.**

**JAD Development Update**

Administrator Lentz reported the developer signed the amendment to the development agreement and has agreed to install the final lift of asphalt by September 23, 2023. **No action.**

**2023 Town Budget**

Board members reviewed the updated budget. Motion by Sup. Berg to adopt the 2023 budget as presented. Motion seconded by Sup. Stieren. **Motion carried.**

**REPORTS**

**Plan Commission:** Sup. Berg reported the Plan Commission met in early November and began working on the Comprehensive Plan Update. Plan Commission meets again December 7.

**Parks Advisory Committee:** Sup. Rubrich reported the Parks Committee met recently and discussions included getting an estimate on wrapping the Hagen Hill shelter with aluminum and a possible garden over the old sand volleyball court.

**ARPA Committee:** No update.

**ETZ Committee:** Sup. Berg reported the ETZ Committee has not recently met as the meeting scheduled for Election Day was cancelled.

**NECC:** Sup. Truitt reported the NECC has a backlog of fines not paid to at least one of the municipalities in the NECC. As a result, NECC is developing a system so participating municipalities can log in and view citations and what they should be expecting as fine revenue.

**Administrator and Public Works reports:** Written reports were presented to the Town Board. Ron Kurt also gave an update on maintenance of the loader.

**NEXT MEETING DATE**

December 21, 2022 at 6 p.m.

**ADJOURNMENT**

Motion by Sup. Truitt, second by Sup. Rubrich to adjourn at 7:28 p.m.

Approved:

PJ Lentz, Administrator Clerk Treasurer