**TOWN OF BURKE**

**TOWN BOARD MINUTES**

Wednesday, December 21, 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. Chairman Viney called the meeting to order at 6:01 p.m. The Pledge of Allegiance was recited. Attendance: Chairman Viney and Supervisors Jeff Stieren, Steve Berg, and Lisa Rubrich. Absent: Supervisor Chris Truitt. Staff in attendance: Administrator/Clerk/Treasurer PJ Lentz, Deputy Treasurer/Clerk Elissa Friedl, Public Works Lead Ron Kurt, and Attorney Chris Hughes (6:04 p.m.) Others in attendance: Travis Leeser, Anne Steele, Adam Steele.

**PUBLIC INPUT** - None

**CONSENT AGENDA**

* Minutes of November 16, 2022
* Bills and Payroll
* Carryover of staff PTO

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

**OLD BUSINESS**

**Request for extension of condition #2 (Dane County final rezone) on Resolution 06152022B of parcel 0810-344-9870-8 (788 Holy Cross Way)**

Motion to approve extension of condition #2 to March 31, 2023 by Sup. Stieren, seconded by Sup. Berg. **Motion carried.**

Motion to reorder agenda and enter closed session by Sup. Berg at 6:05 p.m., seconded by Sup. Rubrich. **Motion carried by unanimous roll call vote.**

**CLOSED SESSION**

**Closed session pursuant to WI Statute 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session specifically with regard to the attachment proposal of industrial parcels located within the protected area of the Town of Burke.**

Present in closed session: Chairman Kevin Viney, Supervisors Jeff Stieren, Steve Berg, and Lisa Rubrich, Attorney Chris Hughes, Administrator/Clerk/Treasurer PJ Lentz and Deputy Treasurer/Clerk Elissa Friedl.

Motion to return to open session by Sup. Berg at 6:30 p.m., seconded by Sup. Rubrich and carried by unanimous voice vote. **No action from closed session.** Attorney Hughes left the meeting.

**NEW BUSINESS**

**Parks Advisory Committee Compensation – Resolution 12212022B**

Motion to approve Resolution 12212022B setting compensation for the Parks Advisory Committee at $35 per meeting beginning on January 1, 2023 by Chairman Viney, seconded by Sup. Stieren. **Motion carried.**

**Ordinance 12212022 to repeal and recreate Title 2 Chapter 7 Finance and Taxation**

Motion to approve ordinance 12212022 to repeal and recreate Title 2 Chapter 7 Finance and Taxation by Sup. Stieren, seconded by Chairman Viney. **Motion carried.**

**Dane County Ordinance Amendment 2022 OA-044 regarding Conditional Use Permit Appeals**

Motion to approve Dane County Ordinance Amendment 2022 OA-044 regarding Conditional Use Permit Appeals by Sup. Stieren, seconded by Sup. Berg. **Motion carried.**

**Estimate to replace furnace and AC unit in Community Room**

Administrator Lentz reported both Community Room furnaces needed repair recently and the system needs replacement. Cardinal Heating and Air Conditioning suggested removing the current two furnaces to replace them with one furnace and one air conditioning unit. Motion to approve estimate from Cardinal for $13,894 to remove existing system and install a new furnace and air conditioning unit no later than summer, 2023 by Chairman Viney, seconded by Sup. Rubrich. A budget amendment will be needed. **Motion carried.**

**Estimates to install floor trim in Community Room**

Estimates from Pulvermacher and Nonn’s Flooring were presented. Motion to approve estimate #1 from Pulvermacher for rubber base in the amount of $1,125 but add cost substitute 6” base and paint is to be supplied by the Town by Sup. Stieren, seconded by Sup. Rubrich. **Motion carried.**

**Request to cover additional material cost for Community Room floor**

Due to a difference in the color of epoxy installed from the color staff chose, the Community Room floor was redone. Jim’s Epoxy and Painting Services has requested the Town pay $900 for additional materials related to correcting the color. Motion to approve additional cost of materials in the amount of $900 by Chairman Viney, seconded by Sup. Stieren. **Motion carried (3:1).**

**Resolution 12212022A to amend 2022 budget**

Motion to approve Resolution 12212022A to approve amendments to the 2022 budget by Sup. Berg, seconded by Sup. Stieren. Motion to amend Resolution 12212022A to increase line 57140 Town Hall Capital Outlay by an additional $900 due to the previous agenda item by Sup. Berg, seconded by Sup. Stieren. Motion to amend carried. **Motion to adopt Resolution 12212022A as amended carried.**

**Report of unclaimed funds to Dane County**

Staff provided a list of five payments that are unclaimed that will be turned over to the Dane County Treasurer. One party has since contacted staff to obtain their funds and will be removed from the list issued to Dane County. The process of turning over unclaimed funds is required by State of WI Statutes. **No action.**

**Town of Burke Finance Policy**

Administrator Lentz explained minor changes made by suggestion of the Auditor and Attorney. A typo on page 6 to correct the word “inadequate” was noted and will be corrected. Motion to approve the Town of Burke Finance Policy with typo correction 6 by Sup. Rubrich, seconded by Sup. Berg. **Motion carried.**

**REPORTS**

**Plan Commission:** Sup. Berg reported the Plan Commission is making progress on the Comprehensive Plan.

**Parks Advisory Committee:** Sup. Rubrich reported the Parks Committee did not meet for lack of quorum.

**ARPA Committee:** No update.

**ETZ Committee:** Sup. Berg reported a preliminary discussion about a storage facility on Metro Drive.

**NECC:** Administrator Lentz said an ordinance amendment will be brought to a future meeting.

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

**NEXT MEETING DATE**

January 18, 2023 at 6 p.m.

**ADJOURNMENT**

Motion by Chairman Viney, second by Sup. Rubrich to adjourn at 7:27 p.m.

Approved:

PJ Lentz, Administrator Clerk Treasurer