**TOWN OF BURKE**

**TOWN BOARD MINUTES**

Wednesday, January 18, 2023, 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 6:00 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 Town Attorney Chris Hughes.

Motion by Sup. Berg to reorder agenda items to move closed session before public input, seconded by Sup. Rubrich. **Motion carried.**

**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.**

Motion by Sup. Berg to enter closed session at 6:01 p.m., seconded by Sup. Rubrich and carried by roll call vote. Present in closed session: Chairman Kevin Viney, Supervisors Jeff Stieren, Steve Berg, and Lisa Rubrich, Attorney Chris Hughes, Administrator/Clerk/Treasurer PJ Lentz, Deputy Treasurer/Clerk Elissa Friedl and Public Works Lead Ron Kurt.

Motion to return to open session by Sup. Berg at 7:32 p.m., seconded by Sup. Stieren and carried by unanimous voice vote. **No action from closed session.** Attorney Hughes left the meeting.

**PUBLIC INPUT** - None

**CONSENT AGENDA**

* Minutes of December 21, 2022
* Bills and Payroll
* Operator License application: Nell J. Blevins for Seminary Springs Tavern

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

**NEW BUSINESS**

**Ordinance 01182023A to amend Chapter 1.06(1) to include the Town of Springfield in the Northeast Community Court**

Motion to adopt Ordinance 01182023A to amend Chapter 106(1) to include Town of Springfield in the Northeast Community Court by Sup. Berg, seconded by Sup. Stieren. **Motion carried.**

**Ordinance 01182023B to repeal Chapter 1 Cable Television and Chapter 4 Utility District #1 of Title 5 Public Utilities**

Motion to adopt Ordinance 01182023B to repeal Chapter 1 Cable Television and Chapter 4 Utility District #1 of Title 5 Public Utilities by Sup. Berg, seconded by Sup. Rubrich. **Motion carried.**

**Ordinance 01182023C to amend Title 1 Chapter 1.17 Building, Plumbing, Electrical and Heating and Ventilation Code**

Motion to adopt Ordinance 01182023C to amend Title 1 Chapter 1.17 Building, Plumbing, Electrical and Heating and Ventilation Code by Sup. Stieren, seconded by Sup. Rubrich. **Motion carried.**

**Resolution 01182023A to amend 2022 budget for purchase of railroad crossing signals**

Motion to adopt Resolution 01182023A to amend 2022 budget for purchase of railroad crossing signals by Sup. Berg, seconded by Sup. Stieren. A budget amendment will be needed. **Motion carried.**

**Resolution 01182023B to amend 2023 budget for HVAC replacements and installation of base in the Community Room**

Motion to adopt Resolution 01182023B to amend 2023 budget for HVAC replacements and installation of base in the Community Room by Sup. Stieren, seconded by Sup. Rubrich. **Motion carried.**

**Resolution 01182023C setting policy for legal notices**

Staff reported that Towns may choose posting over publication of certain public notices and that the Town could save money on newspaper publication fees by opting for posting. Motion to adopt Resolution 01182023C setting policy for legal notices to be posted at Town Hall and on the Town web site by Sup. Berg, seconded by Sup. Rubrich. **Motion carried.**

**Resolution 01182023D to amend 2022 budget for increased Dane County Sheriff expense**

Motion to approve Resolution 01182023D to amend 2022 budget for increased Dane County Sheriff expense by Sup. Berg, seconded by Sup. Stieren. **Motion carried.**

**Employee Handbook and Holiday/Overtime Compensation**

Administrator Lentz explained the personnel handbook states that overtime begins after 40 hours “worked”. She said there are times that staff may have a day off or a holiday off early in the week but then get called in later in the week but do not receive overtime pay. She reported that some municipalities include other paid time off such as holiday or vacation in the calculation of 40 hours. Following discussion, it was determined that Administrator Lentz will work on a revision to the Overtime section of the Personnel Handbook on page six and will send to the Board for feedback. **No action.**

**REPORTS**

**Plan Commission:** Sup. Berg reported the Plan Commission is continuing its work on the Comp Plan.

**Parks Advisory Committee:** Administrator Lentz reported the tables and benches have arrived.

**ARPA Committee:** Administrator Lentz said a meeting will be scheduled soon.

**ETZ Committee:** Sup. Berg reported there is a meeting planned for February 14, 2023.

**NECC:** No update.

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

**NEXT MEETING DATE**

February 15, 2023 at 6 p.m.

**ADJOURNMENT**

Motion by Sup. Stieren to adjourn at 8:20 p.m.

Approved:

PJ Lentz, Administrator Clerk Treasurer