**TOWN OF BURKE**

**TOWN BOARD MINUTES**

Wednesday, May 17, 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 6:01 p.m. Attendance: Supervisors Jeff Stieren, Steve Berg, Chris Truitt and Lisa Rubrich. Staff in attendance: Administrator/Clerk/Treasurer PJ Lentz, Deputy Clerk/Treasurer Elissa Friedl, Public Works Lead Ron Kurt, and Town Attorney Chris Hughes (6:52 p.m.)

**PUBLIC INPUT** – None

**CONSENT AGENDA**

* Minutes of April 18, 2023
* Bills and Payroll

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

**OLD BUSINESS**

**Resolution 05172023B Final Reiner Road Special Assessments**

There was a brief discussion regarding the financing terms including years over which the assessments may be repaid and interest rate. No changes from past practice were made at this time. **Motion** by Sup. Truitt for approval of Resolution 05172023B Final Reiner Road Special Assessments, seconded by Sup. Stieren. Motion carried.

**Daentl Bridge RFP Amendments**

Administrator Lentz noted the RFP for design of the Daentl Bridge project was approved at the last meeting but some wording may limit the firms willing to respond to the RFP. She presented an update that removes awarding points for the firm previously working with the Town of Burke and extends the due date for proposals. She also edited the roster of approved consultants. **Motion** by Sup. Rubrich to approve the updates to the scoring criteria, roster of approved consultants and due date as presented, seconded by Sup. Berg. Motion carried with Sup. Truitt abstaining.

**Social Media Policy and Facebook Discussion**

**Motion** by Sup. Truitt to adopt the Town of Burke Social Media Policy, seconded by Sup. Rubrich. Motion carried. Staff is to let the Board know when the Facebook page is up and running.

**Property Maintenance**

Administrator Lentz received a property maintenance complaint regarding 6303 Portage Road. Consensus was for Lentz to write a letter to make contact with the property owner. **No action.**

**NEW BUSINESS**

**Resolution 05172023A Write off delinquent personal property tax balances**

**Motion** by Sup. Truitt for approval of Resolution 05172023A to write off delinquent personal property tax balances, seconded by Sup. Stieren. Motion carried.

**Ordinance 05172023 to repeal and recreate section 2.9.7 Destruction of Records**

Administrator Lentz indicated this ordinance will incorporate by reference the State of WI general records schedule for record retention and disposal. **Motion** by Sup. Stieren for approval of Ordinance 05172023 to repeal and recreate section 2.9.7 Destruction of Records, seconded by Sup. Berg. Motion carried.

**Dane County zoning ordinance amendment 2023 OA-009 regarding salvage operations**

**Motion** by Sup. Berg to approve Dane County Zoning ordinance amendment 2023 OA-009 regarding salvage operations, seconded by Sup. Stieren. Motion carried.

**PARKS ADVISORY COMMITTEE**

Recommendation to approve estimate for power washing tables, benches and play equipment

Sup. Rubrich presented three estimates and indicated one more may be coming. She recommended the estimate from Seasonal Solutions LLC in the amount of $1,443. The other two estimates were much higher and the Board discussed whether the companies were estimating the same work and specifications. **Motion** by Sup. Truitt to table this item to a future meeting, seconded by Sup. Stieren. Motion carried.

**REPORTS**

**Plan Commission:** Sup. Berg reported the Plan Commission continues to work on the comprehensive plan.

**Parks Advisory Committee:** Sup. Rubrich reported three grant applications have been submitted for park improvements and we should find out whether the grants are awarded in about six months.

**ETZ Committee:** Sup. Berg reported the ETZ has not met.

**ARPA Committee:** Administrator Lentz reported the April meeting was cancelled and will be rescheduled pending receipt of estimates for lighting the parking lot and shelter of the Town Hall Park.

**NECC:** Sup. Truitt reported the most recently scheduled meeting was cancelled.

**Administrator and Public Works reports:** Written reports were in the Town Board packet.

**CLOSED SESSION**

Closed session: (a) 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 regarding the attachment proposal of industrial parcels located within a protected area of the Town of Burke to the Village of DeForest; and contract negotiations regarding public safety.

**Motion** by Chairman Viney to enter closed session at 6:53 p.m., seconded by Sup. Berg and carried by unanimous roll call vote. Present in closed session: Chairman Viney, Supervisors Jeff Stieren, Steve Berg, Chris Truitt and Lisa Rubrich, Attorney Chris Hughes, Administrator/Clerk/Treasurer PJ Lentz, Deputy Clerk/Treasurer Elissa Friedl and Public Works Lead Ron Kurt. **Motion** to return to open session at 7:45 p.m. by Sup. Truitt, seconded by Sup. Rubrich and carried by unanimous voice vote.

**Action from closed session**

**Motion** by Sup. Truitt to approve the Daentl Road Bridge Repair or Replacement Agreement with the Village of DeForest, seconded by Sup. Rubrich. Motion carried.

**NEXT MEETING DATE –** Wednesday, June 21 at 6 p.m.

**ADJOURNMENT**

**Motion** by Sup. Stieren to adjourn at 7:47 p.m.

Approved:

PJ Lentz, Administrator Clerk Treasurer