**TOWN OF BURKE**

**TOWN BOARD MINUTES**

Wednesday, June 21, 2023, following public hearing

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 5:48 p.m. Attendance: Supervisors Jeff Stieren (5:51 p.m.), Steve Berg, Chris Truitt. Absent: 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 (6:44 p.m.). Others present: Matt Hunter, Nick Vance, Claudia Morrissey and Manjesh Agrawal.

**PUBLIC INPUT** – None

**CONSENT AGENDA**

* Minutes of May 17, 2023
* Bills and Payroll

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

**LICENSES & PERMITS**

**Renewal Retail Alcohol Beverage and Tobacco(\*) License applications: Kwik Trip #673\* and #1510\*, Madison Travel Plaza/Truckers Inn\*, TA-Madison Travel Center\*, Eagle Crest Tavern, Keg Tap, Seminary Springs Tavern\*, Pegasus Restaurant Group/Rodeside Grill, The Shed, Speckled Hen Inn, and Thomas L Truax VFW Post 8483**

**Motion** by Sup. Truitt for approval of Retail Alcohol and Tobacco Licenses as presented, seconded by Sup. Berg. Motion carried.

**TA-Madison Travel Center Property Maintenance**

Nick Vance of TA Travel Centers was present to address property maintenance concerns. He visited the store Monday and noticed no issues with debris or tires on the property. He noted trash issues in the past may have been due to a staffing problem. **No action.**

**New and renewal Operator Licenses**

**Motion** by Sup. Truitt for approval of new and renewal Operator Licenses as presented, seconded by Sup. Stieren. Motion carried.

**OLD BUSINESS**

**Property maintenance at 6303 Portage Road**

Administrator Lentz made contact with the property owner who indicated intent to renovate and live on the property but no permits have been issued yet. **No action.**

**Street Use Permit application from Token Creek Watershed Association for July 4th Parade**

Administrator Lentz noted there was a new application from the Token Creek Watershed Association and insurance certificate was filed with the application. **Motion** by Sup. Truitt to approve the Street Use Permit for the Token Creek Watershed Association July 4th Parade, seconded by Sup. Berg. Motion carried.

**NEW BUSINESS**

**Request by Matt Hunter/Madison Auto Recycling to amend Conditional Use Permit condition #4**

**Motion** by Sup. Berg to amend condition #4 of the Conditional Use Permit for 4281 Acker Road approved March 15, 2023 to extend the fence height to 12 feet and extend the date of conditional approvals by 30 days, seconded by Sup. Stieren. Motion carried.

**Street Use Permit application from Manjesh Agrawal for Festival of India Parade, July 16, 2023 and request for waiver of $25 application fee**

**Motion** by Sup. Truitt to approve the Street Use Permit with use of Town barricades for the Festival of India Parade on July 16th but deny waiving the application fee, seconded by Sup. Berg. Motion carried.

**Request for fence variance from Kathy Ebben, 6195 Harvest Lane**

**Motion** by Sup. Stieren to approve the fence variance application for 6195 Harvest Lane to install a fence along Harvest Lane and the rear of the property, seconded by Sup. Berg. Motion carried.

**Street Light Request from Claudia Morrissey for intersection of Old Fox Run and County Highway C**

The light was already installed by Alliant Energy as they reviewed the intersection and deemed the light necessary for safety. An additional light pole has been installed by Alliant at the intersection with Whytecliff Way and Highway C but is not yet been connected to power. The cost of the pole at Whytecliff is $575 plus an annual fee of approximately $43. **Motion** by Sup. Berg to approve installation of the pole at Whytecliff Way and Highway C at a cost of $575 plus $43 annually, seconded by Sup. Stieren. Motion carried.

**Replacement for 2009 Chevrolet 3500 and acquire estimates for accessories**

Ron Kurt presented pricing for a Chevrolet Silverado for $46,944 and a GMS Sierra for $46,525. Both prices include any discounts and applicable fees. A preliminary estimate of necessary accessories is $27,000, but will need to be estimated again closer to truck delivery. The 2023 budget included $65,000 for a truck and accessories. **Motion** by Sup. Stieren to approve purchase of either truck presented, whichever is able to be delivered first, and acquire estimates for accessories at the appropriate time. Motion was seconded by Sup. Berg. Motion carried.

**Sale of 2009 Chevrolet 3500 using Wisconsin Surplus Auction when replacement is complete**

**Motion** by Sup. Stieren to allow the 2009 Chevrolet 3500 to be sold on the Wisconsin Surplus Auction when the replacement truck is received and in service, seconded by Sup. Berg. Motion carried.

**PARKS ADVISORY COMMITTEE**

**Recommendation to replace transfer and stairs on play equipment at Foxmoor Hills Park**

**Motion** by Sup. Truitt to approve replacement of transfer and stairs on play equipment at Foxmoor Hills Park by Midwest Playscapes for $5,100, seconded by Sup. Berg. Motion carried.

**Power washing estimates for park facilities and equipment**

The Board discussed whether all items on the list are necessary and Sup. Truitt suggested the Parks Committee create an itemized list with numbers of benches, tables, basketball hoops, etc. and prioritize that list so that only items that need washing are quoted. **Motion** by Sup. Berg to table this item to a future meeting, seconded by Sup. Stieren. Motion carried.

**REPORTS**

**Plan Commission:** Sup. Berg reported the Plan Commission met this month and continues to work on the comprehensive plan.

**Parks Advisory Committee:** No further update than agenda items already discussed.

**ETZ Committee:** No update.

**ARPA Committee:** Administrator Lentz indicated a meeting will be held soon to consider parking lot lighting costs.

**NECC:** No update.

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

**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 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 possible fire protection service with City of Madison AND pursuant to WI Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of considering compensation and performance of a public employee.

**Motion** by Chairman Viney to enter closed session at 6:56 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, Attorney Chris Hughes, Administrator/Clerk/Treasurer PJ Lentz and Deputy Clerk/Treasurer Elissa Friedl. **Motion** to return to open session at 7:49 p.m. by Sup. Stieren, seconded by Sup. Berg and carried by unanimous voice vote.

**Action from closed session**

**Motion** by Sup. Stieren to raise the hourly wage for the Public Works Patrolman by $0.50 per hour effective July 1, 2023, seconded by Sup. Berg. Motion carried.

**NEXT MEETING DATE –** Wednesday, July 19 at 6 p.m.

**ADJOURNMENT**

**Motion** by Sup. Stieren to adjourn at 7:57 p.m.

Approved: 7.19.2023

PJ Lentz, Administrator Clerk Treasurer