**TOWN OF BURKE**

**TOWN BOARD MINUTES**

Wednesday, August 16, 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. Attendance: Supervisors Jeff Stieren, Steve Berg, and Lisa Rubrich. Absent: None. Staff in attendance: Deputy Clerk/Treasurer Elissa Friedl, Public Works Lead Ron Kurt, and Town Attorney Chris Hughes (closed session only). Others present: None.

**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 contract negotiations regarding possible fire protection service with the City of Madison.

**Motion** by Sup. Rubrich to enter closed session at 6:00 p.m., seconded by Sup. Stieren and carried by unanimous roll call vote. Present in closed session: Chairman Viney, Supervisors Jeff Stieren, Steve Berg, and Lisa Rubrich, Attorney Chris Hughes, Deputy Clerk/Treasurer Elissa Friedl and Public Works Lead Ron Kurt. **Motion** to return to open session at 6:33 p.m. by Sup. Berg, seconded by Sup. Stieren and carried by voice vote.

**Action from closed session**

**Motion** by Sup. Berg to approve sending letter reviewed in closed session to NEDFU, seconded by Sup. Stieren. Motion carried.

**PUBLIC INPUT**

Steve Berg noted the passing of Bill Kurt and asked that the Town prepare an official recognition. Steve Berg also requested staff check into a tree hanging over the road on Devonshire Lane and a home in disrepair at the corner of Arrowhead Trail and Old Fox Run. Kevin Viney noted the Deputy Clerk/Treasurer has resigned effective September 1, 2023.

**CONSENT AGENDA**

* Minutes of July 19, 2023
* Bills and Payroll
* Operator License: Justin P. Oldenburg for Seminary Springs Tavern

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

**NEW BUSINESS**

**Use of ARPA funds ($8,000) to purchase two four-plex election booths, one ExpressVote touch-screen ballot marking machine, and one BadgerBook electronic poll book in advance of the 2024 elections**

**Motion** by Sup. Berg to approve the purchase of two four-plex election booths, one Express Vote machine and one Badger Book in an amount not to exceed $8,000, seconded by Sup. Stieren. Motion carried.

**Resolution 08162023A Combine Funds for financial statements**

Deputy Clerk/Treasurer Friedl explained that this was suggested by the Town’s audit team. It would not change the accounting in QuickBooks but the General Fund, Road Fund and ARPA Fund would be combined into one for preparation of financial statements at year-end. **Motion** by Sup. Stieren, to approve Resolution 08162023A Combine Funds for financial statements, seconded by Sup. Rubrich. Motion carried.

**Update to Town of Burke Financial Policies, specifically Investment and Cash Management section and Fund Balance/Reserves section**

Deputy Clerk/Treasurer Friedl explained the policy revisions were also suggested by the audit team. **Motion** by Sup. Rubrich to approve the amendments to the Town of Burke Financial Policies book, seconded by Sup. Berg. Motion carried.

**Award Chip Seal Contract for Foxmoor Hills Subdivision, Dovetail Drive and Express Circle**

Deputy Clerk/Treasurer Friedl opened the single bid received. The bid was submitted by Scott Construction, Inc. in the amount of $73,241.98. **Motion** by Sup. Stieren to accept the bid from and award the contract for Chip Sealing to Scott Construction, Inc. in the amount of $73,241.98, seconded by Sup. Rubrich. Motion carried.

**REPORTS**

**Plan Commission:** Sup. Berg reported the Plan Commission met this month and discussed an application from Zac Brumm on Acker Rd. A public hearing on the matter will be held September 6th. The Comprehensive Plan is still under review by Mead and Hunt and Berg is hopeful the Plan will come before the Board later this year.

**Parks Advisory Committee:** Sup. Rubrich shared that the grant applications were unsuccessful and that the Parks Committee is working to put together a budget for 2024.

**ETZ Committee:** Sup. Berg indicated ETZ will meet September 12th to review the East Metro temperature controlled storage facility site plan.

**ARPA Committee:** No update.

**NECC:** Chairman Viney indicated he would like to discuss the requirements of serving on this committee prior to appointing someone.

**Administrator and Public Works reports:** The written Clerk report was in the Town Board packet. Ron Kurt gave a Public Works report verbally: Parking lot light pole was repaired; possible roundabout at Westmount & Highway 19 according to DOT; busy cleaning up limbs/branches from recent storm; more ditch mowing to do; cleaned up vision triangle at Felland and Burke by railroad tracks; and gave an update on the status of the new truck.

**NEXT MEETING DATE**

Town Board: Wednesday, September 20 at 6 p.m.

Board of Review: Tuesday, August 29 from 5:30-7:30 p.m.

**ADJOURNMENT**

**Motion** by Sup. Stieren to adjourn at 7:24 p.m., seconded by Sup. Rubrich. Motion carried.

Approved: 9.20.2023

PJ Lentz, Administrator Clerk Treasurer