**TOWN OF BURKE**

**TOWN BOARD MINUTES**

Wednesday, August 29, 2023, 5:45 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 5:47 p.m. Attendance: Supervisors Jeff Stieren, Steve Berg, and Lisa Rubrich. Absent: None. Staff in attendance: Administrator/Clerk/Treasurer PJ Lentz and Deputy Clerk/Treasurer Elissa Friedl. Others present: None.

**NEW BUSINESS**

**Approve 2023 Chip Seal change order #1**

Administrator Lentz explained errors in the bid packet resulted in the bid being short by 7,160 square yards at an estimated cost of $19,690. **Motion** by Sup. Stieren to approve change order #1 to the contract with Scott Construction, Inc. to increase the contract by 7,160 square yards at amount not to exceed $25,000, seconded by Sup. Rubrich. Motion carried.

**Discussion and possible action Deputy Clerk/Treasurer position**

Staff has recommended changing the Deputy Clerk/Treasurer position from full-time to part-time based on changes in workload over the years. The Town Board discussed the workload of the position with the staff members present. **Motion** by Sup. Rubrich, to change the Deputy Clerk/Treasurer position from full-time to part-time at approximately 20-29 hours weekly and allow the Administrator to post and hire for using the revised position description presented, seconded by Sup. Stieren. Motion carried.

**Discussion and possible action Supervisor #4 open seat**

General consensus was to focus on efforts to notify the public of the process to run for the open seat in the Spring Election. Potential candidates may begin obtaining signatures on nomination papers on December 1 and completed forms are due the first Tuesday in January.

**ADJOURNMENT**

**Motion** by Sup. Stieren to adjourn at 7:09 p.m., seconded by Sup. Rubrich. Motion carried.

Approved: 9.20.2023

PJ Lentz, Administrator Clerk Treasurer