

**A. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE.**

The Ledgeview Town Board held a meeting on **Tuesday, September 17, 2013, at 4:30 p.m.** at the Municipal Building located at 3700 Dickinson Road, De Pere, WI 54115.  
The meeting was called to order at 4:30 p.m. by Chairman Hess

**B. PLEDGE OF ALLEGIANCE.**

All members present recited the Pledge of Allegiance.

**C. ROLL CALL.**

Members present were Richard Huxford, Renee Van Rossum, Marc Hess, Philip J. Danen and Andy Schlag.

Staff present were Sarah Burdette, Clerk/Administrator, Scott Brosteau, Town Engineer and Luann Pansier, Treasurer.

**D. VERIFY/MODIFY/APPROVE AGENDA.**

**MOTION** made by Danen, seconded by Huxford to approve the consent agenda. The motion carried unanimously with the exception of Hess abstaining from approval of the September 3, 2013 meeting minutes.

**CONSENT AGENDA**

1. Regular Board meeting minutes: September 3, 2013.
2. Routine Reports:
  - a. August 2013 Cash Balance Report
  - b. Brown County Sheriff's Dept. August 2013 Simple Incident List
3. Committee/Commission Reports:
  - a. Zoning and Planning Commission, September 11, 2013
4. Operator's Licenses:
  - a. September 4, 2013 –September 17, 2013: NONE
5. Other Committee minutes. Accept and place on file.
  - a. Joint Town Board and Sanitary District No. 2, September 3, 2013.
  - b. Personnel Committee Meeting, July 3, 2013.
  - c. Personnel Committee Meeting, August 14, 2013.
6. Request from Graystone Ale House, Inc. d/b/a Graystone Ale House, 3711 Monroe Road, De Pere, WI 54115 to amend Combination "Class B" Retail License to allow for the premise location of LedgeFest grounds inside gated area at Olde School Square, 2200 Dickinson Road for September 28, 2013..

All items listed under "Consent Agenda" are considered to be routine and non-controversial by the Town Board and will be approved by one motion. There will be no separate discussion. If discussion is desired by members, that item will be removed from the consent agenda and discussed separately immediately after consent agenda is approved.

**PUBLIC HEARINGS/ACTION:**

4:30pm or as soon thereafter:

Hear comment on the application from Oley's Pepperoni Cannoli for a Class "B" Beer and a "Class C" Wine Retailer's License for the restaurant and dining area at Oley's Pepperoni Cannoli, 586 Redbird Circle, De Pere, WI 54115.

Chairman Hess called the public hearing to order at 4:33 p.m. Burdette provided an overview of the request and had indicated that all necessary filings and fees have been provided. The public hearing was closed at 4:34 p.m.

Town Board Discussion: Schlag inquired if this license request was subject to the Town's quota limits. Burdette informed the Board that this license type did not have any quotas.

Motion made by Hess, seconded by Danen to approve the application from Oley's Pepperoni Cannoli for a Class "B" Beer and a "Class C" Wine Retailer's License for the restaurant and dining area at Oley's Pepperoni Cannoli, 586 Redbird Circle, De Pere, WI 54115. The motion carried unanimously.

#### COMMUNICATIONS:

1. Receive petition to Ledgeview Officials from Ledgeview residents who would be interested in and supportive of creating safe paths for bicycles, walkers and runners in their subdivisions into De Pere and Bellevue. The board received the petition and referred the information to be contained as part of the Ledgeview Park and Recreation Plan and the Comprehensive Plan updates.

#### ZONING AND PLANNING COMMISSION ITEMS FROM SEPTEMBER 11, 2013 MEETING:

1. Recommendation to approve request by Bushman Signs, agent for Advanced Disposal, owner, for revised signs at 1799 CTH PP.
2. Recommendation to approve request by Robert Ott of Reinhold Signs, agent for First Merit Bank, owner, for signs located at 1926 Dickinson Rd.

The Board reviewed the recommendation from the Zoning and Planning Commission with respect to both sign requests.

Motion made by Danen, seconded by Hess to combine both sign approval items with this motion and to approve the recommendation of the Zoning and Planning to approve the signs with the conditions that Zoning and Planning itemized. The motion carried unanimously.

#### OLD BUSINESS:

1. Recommendation to approve contract between the Town of Ledgeview and Zeise Construction, Inc. for construction management services in consideration of an addition to existing Town Hall. Brosteau informed the board that the requested information from the contractors has not been received to date and requested that the Town Board table action on this item until the next meeting.  
Motion made by Danen, seconded by Hess to table action on this item until the next Town Board meeting. The motion carried unanimously.

#### NEW BUSINESS:

1. Discussion/possible action:
  - a. Recommendation from Zoning and Planning Commission and Park & Recreation Committee to approve consultant for the completion of both the Town of Ledgeview Comprehensive Plan and the Park and Recreation Plan.  
Burdette reviewed with the Town Board the recommendations that were made by both the Zoning and Planning Commission and the Park & Recreation Committee. Both groups recommended that Community Planning and Consulting be chosen to conduct both the Comprehensive Plan and the Park and Recreation Plan updates. The board agreed with the scope and methodology of the firm, would like a high degree of public participation and agreed that any items that would be required or included as part of the work could be done with additional task orders. Such determination would be made while the projects progress.  
Motion made by Hess, seconded by Huxford to approve the recommendation made by the Zoning and Planning Commission and the Park and Recreation Committee to go forward with an agreement for Comprehensive Plan and Park and Recreation plan updates with Community Planning and Consulting. The motion carried unanimously.

b. Recommendation to approve Pay Request #2 from NE Asphalt for contract A-2013 Swan Road and sidewalk installation for \$96,194.78.

Brosteau recommended that the pay request for the work completed on Swan Road and Ledgeview Road be approved.

Motion made by Schlag, seconded by Danen to approve Pay Request #2, NE Asphalt for Contract A-2013 Swan Road and sidewalk installation for \$96,194.78. The motion carried unanimously.

c. Recommendation to award contract C-2013, to Dorner, Inc. in the amount of \$627,457.75 for the Reserve at Meadow Ridge.

Brosteau provided an overview of the contract for construction, as was bid, and recommended award to Dorner, Inc. Brosteau described the timing relative to the required developer's agreement with Radue Homes, Inc. and when the contract with Dorner would need to be executed. Since the Town Board is not expected to take action on the final developer's agreement until October 7, 2013, Brosteau was asking for approval of the contract being that the contractor needed time to obtain the required bonding and yet keep construction timeline moving. Brosteau recommended that in order to cover any gap in approving the contract and the Developer's Agreement with Radue Homes, that the contract be awarded with the condition that Radue Homes sign a waiver of special assessments for any costs incurred for bonds in the instance that the Developer's agreement was not approved as expected at the October 7, 2013 meeting.

Motion made by Hess, seconded by Van Rossum to approve the recommendation to award Contract C-2013 to Dorner, Inc. in the amount of \$627,457.75 for the Reserve at Meadow Ridge with the condition that Radue Homes Inc. agree to and sign a waiver of special assessments for any potential future costs associated with the contract between the timeframe of contract approval and developer's agreement associated with the Reserve at Meadow Ridge. The motion carried unanimously.

**REPORTS: Clerk/Administrator, Staff Updates and Board Comments.**

A. Clerk/Administrator:

1. a. Charlotte Nelson has accepted the offer of employment for the Deputy Clerk position and she will start work on Monday, October 7, 2013.
- b. Country Care Open House – Sept. 21, 2013
- c. The County hosted a meeting with Ledgeview and the City of De Pere on the CTH PP/57 project. There will be a future public informational meeting in the fall. Efforts for lighting and landscape will need to be coordinated with the City of De Pere and Ledgeview.
- d. There will be a future meeting (October 7<sup>th</sup>) where Dave Vaclavik, Manager of the CBCWA, will present information on the 2014 budget, the settlement with CTE and the future system optimization plan (system storage at the Scray Hill site).
- e. 2014 Budget preparations continue
- f. Crack Seal bid is out and due by September 30<sup>th</sup>
- g. Burdette is attending a meeting with the City of De Pere and the Town of Lawrence to begin discussions on joint park and recreation needs, programming, etc.
- h. Burdette will commence the appraisal process for the Outlot #6 in relation to the conservancy vacation and the Reserve at Meadow Ridge.
- i. Knaus has filed an appeal on the federal case.
- j. The state provided us notice that they have started to commence a review of all municipality building inspection records and that they will visit Ledgeview in the future.

**B. Engineer:**

- a. There will be a public informational meeting held on Oct 7<sup>th</sup> at 5:30pm to call in residents along Oak Ridge Circle and Ledgeview Road to discuss potential options for curb, gutter and sidewalk installation.
- b. The Town received notice of the TRIP funds program and related application and Brosteau suggested applying to put the Winding Waters Way project on the 2015 schedule.
- c. Brosteau informed the board that there are state and federal funding opportunities for pedestrian connections and that as those opportunities become available that the Town could consider such grant funding opportunities for future projects.

**C. Treasurer:**

- a. L. Pansier provided the monthly cash flow report.

**COMMENTS FROM BOARD MEMBERS: None.**

**APPROVAL OF THE VOUCHERS:**

**MOTION** made by Schlag, seconded by Van Rossum to approve vouchers. The motion carried unanimously.

**ADJOURNMENT:**

**MOTION** made by Danen, seconded by Hess to adjourn the meeting at 5:20 p.m. The motion carried unanimously.

Sarah K. Burdette, Clerk/Administrator  
Town of Ledgeview