

The Ledgeview Town Board held a meeting on **Tuesday, January 21, 2014, at 4:30 p.m.** at the Municipal Building located at 3700 Dickinson Road, De Pere, WI 54115.

A. CALL TO ORDER

The meeting was called to order by Supervisor Danen at 4:32 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all in attendance.

C. ROLL CALL

Members present were Supervisors Philip J. Danen, Richard Huxford and Andy Schlag. Supervisor Renee Van Rossum arrived at 4:43 p.m. Chairman Marc Hess participated via telephone conferencing on Old Business, item 1, CTH GV from CTH G to CTH X reconstruction discussion.

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

D. AGENDA APPROVAL

MOTION by Schlag to approve the agenda. Motion was seconded by Huxford. No further discussion. Motion carried in a voice vote, 3-0.

CONSENT AGENDA

1. Regular Board meeting minutes:
 - a. January 6, 2014 Regular Town Board Meeting.
2. Routine Reports:
 - a. None.
3. Committee/Commission Reports:
 - a. December 11, 2013 Personnel Committee Minutes.
 - b. Ledgeview Policy & Procedure Manual update.
4. Operator's Licenses:
 - a. January 6, 2014 - January 15, 2014.
5. Other Committee minutes. Accept and place on file.
 - a. September 12, 2013 Park Committee Minutes.
 - b. January 6, 2014 Sanitary District Minutes.

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.

MOTION by Huxford to approve the consent agenda. Motion was seconded by Schlag. No further discussion. Motion carried in a voice vote, 3-0.

PUBLIC COMMENT: None.

PUBLIC HEARINGS/ACTION: None.

COMMUNICATIONS: None

ZONING AND PLANNING COMMISSION ITEMS:

Approved at the February 3, 2014 Town Board Meeting with an amendment.

1. Request by Steve Bieda of Mau & Associates, agent for Belle Isle Meadows, LLC, owner, for a final plat of the Belle Isle Meadows subdivision located to the north of Dickinson Heights subdivision.

Burdette informed the board that on December 2, 2013 the board approved the zoning and the preliminary plat for Belle Isle Meadows. Currently, the final plat has been approved by Zoning & Planning with the condition of an executed Developer's Agreement. Staff is working on the financing, with the goal of having a final draft of the Developer's Agreement to the board at the February meeting. The technical data, which was a condition of the preliminary plat approval, is included with the final plat. Keeping the surrounding street clean during construction is a paramount concern that will be monitored and addressed through the town's building inspector and code enforcement officer once construction begins.

MOTION by Schlag to approve the Belle Isle Meadows final plat with the conditions set forth by Zoning and Planning. Motion was seconded by Huxford. No further discussion. Motion carried in a voice vote, 3-0.

2. Request by Alliance Const. & Design, agent for Steinmar Properties, LLC, owner, for a site plan for a CBRF facility located on parcel D-1645. This will amend the Planned Development District overlay for the property.

Zoning & Planning reviewed the site plan which calls for a 15,700 sq. ft. CBRF (Community Based Residential Facility) facility with 20 beds on 3 acre site. The site is to the west of the existing buildings owned by the same agents. The parcel is zoned B-1 with a PDD (Planned Development District Overlay) which was originally part of the Dickinson Heights plat. There are no specific documents specific to the PDD for this parcel. Zoning & Planning unanimously approved the site plan with a PDD amendment with a listing of conditions below:

1. Revise the landscape plan to include plantings at the foundation of the accessory structure.
2. Provide elevations and dimensions for the accessory structure.
3. Provide elevations and dimensions for the trash enclosure.
4. Revise the building elevations to indicate the material colors for both the principal and accessory structures.
5. Revise the elevations to include an outside "Y" connection on the front elevation for fire department access.
6. Prohibit parking in the circle drive, require one-way front driveway access and increase the exit width to 20 feet.

Alliance submitted revised drawings meeting the above listed conditions. The board will be approving the revised drawings. Note the intentions of the agents is to match the existing buildings. **MOTION by Danen to approve with the condition that the new building will be similar to the existing buildings, and to submit a colored plan at time of building permit issuance. Motion was seconded by Huxford. No further discussion. Motion carried in a voice vote, 3-0.**

3. Request by Greg De Cleene, owner, for a replacement sign permit for Chicago St. Pub, located at 1950 Dickinson Rd.

Burdette explained that the Chicago Street Pub is looking to install an electronic messaging board to replace the existing changeable copy sign. Note that the existing sign was grandfathered into the new code because it was existing at the time of adoption. There was discussion regarding the new code and how many times the message could change a minute. Ms. De Cleene of the Chicago Street Pub indicated there was no rush on getting the sign approved. Since there was no clear answer as to the exact operating regulations, it was decided to table this item to get some clarification on current code. Van Rossum informed

the board that Zoning & Planning unanimously approved the sign with conditions. Those conditions are as follows:

1. Provide a landscape plan showing landscape area dimensions and plantings.
2. Provide a scale drawing indicating the location of the existing sign and setback dimensions.
3. Provide a scale drawing indicating the dimensions of the existing sign's display area and height.
4. Provide hours of operation and proposed hours of illumination.
5. Provide information on intensity of illumination of the signs.

MOTION by Danen to table this item till the next meeting to get some clarification on the town ordinance. Motion was seconded by Schlag. No further discussion. Motion carried in a voice vote, 4-0.

OLD BUSINESS:

1. CTH GV from CTH G to CTH X reconstruction discussion.

Chairman Hess joined the meeting via speaker phone at 4:49 PM.

Hess gave a brief history regarding this issue by explaining that the county and the town have been going back and forth with this issue for quite some time. Hess has been asked to evaluate the need for the GV-10 project. Hess has received calls both for and against reconstruction of GV-10; some are in favor of the four land divided roadway, some are in favor of resurfacing the existing two lanes. Hess indicated that he wanted to have one final discussion with the board so that any concerns, either for or against, the GV-10 project could be aired and one final vote taken. Once the final vote is taken, a commitment would be made to the option chosen and the item would be taken off the table.

It was decided that it would be appropriate to open the discussion up to public comments prior to a final decision being made.

At 4:53 p.m., MOTION by Danen to open the meeting up for public discussion. Motion was seconded by Schlag. No further discussion. Motion carried in a voice vote, 4-0. Meeting open for public discussion at 4:53 p.m.

Ed Phillips, 4380 Monroe Road – The board's been going back and forth on this for quite awhile, and the last vote he heard was 4-1. There's a need for the four lane divided road. The town has already exceeded the projected population and will only continue to grow. Mr. Phillips is in favor of the four-lane divided roadway known as the GV-10 project.

Dennis Watermolen, 4180 Oak Ridge Circle – It was noted at the last meeting that if the GV-10 project wouldn't go through the southern bypass bridge location would change. Mr. Watermolen's philosophy is the time to build or expand is when economic times were down so that when it breaks, we're ready to move forward. Develop the infrastructure now, so when the southern bypass happens, the town will be ready. If the town doesn't do the GV-10 project, there is talk of relocating the southern bypass bridge, possibly eliminating the town altogether. That is not in the best interest of the town.

Hearing no more comments, Danen closed the meeting for public discussion at 4:55 p.m.

Huxford advised the board that he indeed had a meeting with Brown County staff on January 7, 2014, in which he submitted a list of written questions. Huxford advised that through his document review and research of the GV-10 project, he did not see where the affected

municipalities were given the information of how the EIS (Environmental Impact Study) process worked. He stated that to compound things, U.S. Highway 41 is going to change to an interstate in which an entire new set of rules will apply to the construction of the southern bypass. Again, Huxford didn't see where this EIS process was explained to the municipalities involved. This prompted Huxford's meeting with county staff where written questions were turned over. Huxford asked that a copy of the written answers be sent to the Town Clerk/Administrator and the County Executive. Huxford's opinion is that the EIS process information simply wasn't forwarded to the municipalities when perhaps it should have been.

Additionally, Huxford made the following comment; the last piece of the southern bypass project is the bridge. The main point of contention is that without an approved EIS the entire southern bypass project could collapse. There may be issues that come up where GV-10 wouldn't be warranted. Huxford explained some of the "what if" factors that could cause the collapse of the southern bypass, but it all rests on the EIS. Huxford was told by Brown County staff that the EIS process started in 2006 and is currently at a standstill until the resolution of the interstate access issue is resolved. The EIS is presently in draft form, the final document hasn't even been completed yet. Once the final draft is completed, then there is a document called the record of decision done, and by the federal government. There is potential for EIS approval could take many years. The timing and sequencing of the southern bypass project has not set, and subsequently, there are questions on how to use the traffic projections, and the capacity of the bridge. Until there are answers on the interstate access and an approved EIS, perhaps the GV-10 expansion project should be put on hold. CTH GV could be resurfaced at no cost to the town until some of these answers are received.

Hess thought the intent of the GV-10 project was to attract business or commercial development in that area. Commercial development is not going to infiltrate the area without the four-lane road. Again, goal for this meeting is for the board to air its concerns and make a final decision, either way, with a commitment to that decision.

Currently, there's a fully executed contract with Brown County for the construction of a four-lane urbanized divided concrete section of highway with shared costs. Burdette did have a conversation with Brown County Supervisor John Van Dyck. Van Dyck reaffirmed that Paul Van Noie is in agreement with town's request for two additional crossovers. Van Dyck would requested a formal written statement from the town indicating that the town is satisfied with the two additional crossovers. The County Executive is also committed to the additional crossovers and to the four lane reconstruction. There is work being done on the project, and the town is paying for that work.

Schlag was under the understanding that there had already been a vote at the Town Board level in support for the four-lane Gv-10 project. The intent of the project was not only for future traffic flow, but it was also to expand commercial development in that area. Now development is being planned for that area, Schlag feels the town is behind in installing the infrastructure to support such development. Schlag understands the information brought forth by Huxford and the traffic numbers, but feels the town needs to move forward with the four-lane for the future of the town.

Huxford concluded by indicating that should the GV-10 project be considered as a standalone project for future commercial development in the town, then the board should support the four-lane divided roadway. If the GV-10 project is being done to be incorporated with the southern bypass project, then the board should be concerned because he felt there are too many unanswered questions at this time.

Danen asked the board if they were ready to take a vote. Huxford questioned whether a vote could be taken because the agenda item contained the word "discussion". Burdette pointed out the notation on the bottom which states, "Notice is hereby given that the Ledgeview Town Board may take action on any specific item listed within this agenda." Discussion ensued with Chairman Hess indicating that it was his intent to have a vote taken tonight. The majority of the board felt that since the agenda item stated "discussion", not "discussion only" as in the previous agenda, coupled with the notation, met the required public notification to have a vote taken at this time.

Motion by Danen to reaffirm the town's support of the original agreement for the construction of four-lane divided urban concrete roadway known as GV-10 project, the project should be completed as soon as possible, and reaffirm the town's support for the two additional requested crossovers discussed previously with Brown County Supervisor John Van Dyck, of which the costs shall be included in the costs of the GV-10 project, and to direct staff to compose any necessary written documentation depicting such support. Motion was seconded by Van Rossum. No further discussion. Motion carried in a voice vote, 5-0.

Hess disconnected from telephone conferencing at 5:18 PM.

NEW BUSINESS:

1. Discussion/possible action:

a. Recommendation from Personnel Committee and Ledgeview Sanitary District No. 2 to authorize the recruitment of a full-time public works crew member position.

Both Public Works Systems Operator Mark Pansier and Clerk/Administrator Burdette explained the reasoning behind the request for an additional full-time public works crew member. Area municipality's staffing information was analyzed to determine a proposed hourly rate of \$16.00/hour, depending on the qualification of the candidate. Both the Personnel Committee and the Sanitary District support and recommend the recruitment of a full-time employee. **Motion by Danen to follow the recommendation of Personnel Committee and Sanitary District to recruit for a full-time public works position. Motion was seconded by Schlag. No further discussion. Motion carried in a voice vote, 4-0.**

b. Intergovernmental Agreement between Brown County and Participating Municipalities thereof for Utilization of Election Tabulation Equipment.

Deputy Clerk Nelson explained the agreement to the board. This is the agreement for the voting tabulators which all of Brown County will be using. The machines are conditionally certified until after an audit of the Spring Election, April 1st. There is no cost to the town until January 1, 2016, which will be for maintenance only. The county paid for the initial costs of the machines. At the time the voting equipment was being purchased, there was talk of the possibility of a second polling location for Ledgeview, hence two tabulators were ordered and received by the town. The possibility of establishing a second polling place is viable consideration with the grow of the town's population. Should a second polling locating be established, the town will not have the expense of purchasing a tabulator. **MOTION by Schlag to approve Intergovernmental Agreement between Brown County and Participating Municipalities thereof for Utilization of Election Tabulation Equipment. Motion was seconded by Danen. No further discussion. Motion carried in a voice vote, 4-0.**

TOWN ORDINANCES - FIRST READING:

1. An Ordinance to Amend Chapter §121-6 Public Street and Property.

The overnight parking on town street signs was previously approved by the board. This code change just supports the signs that are currently installed.

REPORTS:

Approved at the February 3, 2014 Town Board Meeting with an amendment.

Clerk/Administrator

- Update on the Kuehne matter.
- Board received a copy of the Community Survey Report. The Zoning & Planning Committee along with the Parks Committee started reviewing the data in order to update the Comprehensive Plan and Park Plan. Note that the data supports the thoughts and direction the committees were focusing on at the time the survey was taken.
- Flood Plain zoning memo from the County Zoning.
- The Parks Committee will be meeting with the City of De Pere's park director to discuss possibilities of joint services with Ledgeview as well as the Town of Lawrence.
- Zoning & Planning, beyond what was acted upon by the board tonight, is reviewing any revisions to the official zoning map for accuracy. They're also working on the Comprehensive Plan update.
- Potential mobile asphalt plant from Brown County Highway Department. Town ordinances were given to Brown County for their review. It does look like a mobile asphalt plant would be prohibited in Ledgeview due to the zoning ordinance and mining ordinance.
- There is a Primary Election on February 18th, therefore the February 18th Town Board meeting will have to be moved. It was discussed that February 17th would work for everyone. Burdette to obtain written confirmation from board members.
- Wisconsin Towns Association to meet on January 23rd at the Swan Club. A topic for discussion is the southern bypass.

Fire Chief

- Voted on a cascade system to be installed on one of the trucks. This is a used unit from Brillion Fire Department.
- Ordinance amendment regarding sprinkler system was given to the board. The amendment will follow the normal ordinance reading process.
- Building addition, the department booyah is in the first part of May. Keep that in mind with the construction schedule.

Engineer

- Building addition schedule: Bid advertisement on January 28, February 4th with bid opening on February 11th. Bid approval on February 17th. After that the Meeting of Electors to approve the building addition. Looking that Meeting of the Electors on March 3rd. Staff will plan accordingly with the Meeting of Electors at 6:00 p.m. with the regular board meeting to follow.

Treasurer

- Board received the Cash Flow Report, which does not include any invoices that were incurred in December of 2013 that are being approved tonight.
- The accountants will be here February 3rd and 4th for the annual audit.

Board Comments

None.

APPROVAL OF THE VOUCHERS:

MOTION by Schlag to approve the vouchers. Motion was seconded by Huxford. No further discussion. Motion carried in a voice vote, 4-0.

ADJOURNMENT:

MOTION by Danen to adjourn. Motion was seconded by Schlag. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 5:45 p.m.

Charlotte K. Nelson, Deputy Clerk
Town of Ledgeview, Brown County, WI