

**A. CALL TO ORDER**

The Ledgeview Town Board held a meeting on **Tuesday, December 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 by Supervisor Danen.

**B. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by all in attendance.

**C. ROLL CALL**

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

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

**D. AGENDA APPROVAL**

**MOTION by Van Rossum to approve the agenda. The motion was seconded by Schlag. No further discussion. Motion carried in a voice vote, 4-0.**

**CONSENT AGENDA**

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1. Regular Board meeting minutes:
  - a. November 19, 2013 Special Meeting of the Electors.
  - b. December 2, 2013 Public Information Meeting.
  - c. December 2, 2013 Regular Town Board Meeting.
2. Routine Reports:
  - a. None.
3. Committee/Commission Reports:
  - a. December 11, 2013 Personnel Committee.
    1. 2013 vacation rollover request for A. Tenor.
4. Operator's Licenses:
  - a. None.
5. Other Committee minutes. Accept and place on file.
  - a. October 9, 2013 Zoning Board of Appeals.
  - b. November 6, 2013 Personnel Committee.
  - c. December 11, 2013 Zoning & Planning Meeting.
6. Appointment of Election Inspectors for a two-year term beginning January 1, 2014 through December 31, 2015.

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 Van Rossum to approve the Consent Agenda.** There was discussion on possibly waiting for Hess to approve the December 2, 2013 Town Board Meeting Minutes because he may have comment on them. The board thought that since Hess received the minutes in his drop box, as did the remainder of the board, and had

time to comment on them, which he didn't, it wasn't necessary to delay the approval of the minutes. **The motion was seconded by Huxford. No further discussion. Motion carried in a voice vote, 4-0.**

**PUBLIC COMMENT:**

Bernadine Van De Yacht, 4151 Ledgecrest Lane - Ms. Van De Yacht approached the board about a proposal for Parcel D-361-9. This parcel is currently zoned rural residential Planned Development District (PPD). Ms. Van De Yacht would like to re-zone the parcel to an R3-Multi-Family for apartment buildings. Ms. Van De Yacht informed the board that there is a high demand for rental units in the town, and apartment buildings would make a nice transition from business district to residential since Woodland Apartments are located just behind the parcel. With the PPD designation, commercial zoning is not a good fit; an apartment complex is an extension of what is currently there and would make good buffer going from commercial to residential zoning. Ms. Van De Yacht understands she has to make a formal request to be reviewed by Zoning & Planning, however, wanted to get some preliminary feedback from the board prior to going through the formal approval process. The board was open to the idea of a rezone and apartment complex, but had concerns with the multi-family development ratio and the town's close proximity to that number. However, with the Comprehensive Plan Re-Write Process starting in January, the multi-family development ration may change, and the board has the authority to extend past the development ratio if the development is deemed appropriate. Therefore, it was decided that yes, Ms. Van De Yacht should make a formal submittal and go through the formal process.

Steve Malvitz, 4210 Monroe Road - Mr. Malvitz was unable to attend the previous meeting, and wanted a status update on the GV-10 Reconstruction Project so he could give his input. Mr. Malvitz would be given the opportunity when the agenda item is up for discussion.

**PUBLIC HEARINGS/ACTION:** None.

**COMMUNICATIONS:** None.

**PRESENTATION: Mark Verhaagh, Alliance Construction, update on Storage Room Addition Project.**

Mr. Verhaagh from Alliance Construction gave courtesy update on the new storage room addition. Staff has been working with the Alliance Team on the specifics of what finished storage room is going to look like. This gives the Alliance Team the ability to draw plans and specifications to the specific staff needs. The bathroom facilities were incorporated in this project in order to bring them in compliance with the American Disabilities Act (ADA). The schedule is shaping up to be:

January 28<sup>th</sup> - Advertise for bids  
February 18<sup>th</sup> - Contract approval  
March 1<sup>st</sup> - Tentative start date

The project is contingent upon approval of the electors at a Meeting of the Electors to be held sometime near the middle of February. This meeting will not be scheduled until a cost estimate is known.

Alliance Construction is the construction manager on this project, not the contractor. The contractor will solicit subcontractor estimates, and submit one bid to Alliance. Alliance will act as the construction manager of the project from start to finish; meaning make sure the project is on schedule, make sure the plans and specs are being followed, and make sure the project is completed prior to final payment, etc. No action taken.

**ZONING AND PLANNING COMMISSION ITEMS:**

1. **Review and approve on the request from Steven Zeitler, surveyor, for Gary Pahnke, owner, for a Certified Survey Map (CSM) to split parcel D-135-2, located on Shadow Lane, into 2 lots.**

Burdette presented the Zoning & Planning memo which indicated an unanimous approval of the splitting of the parcel. The request is brought forth because the owners are preparing to sell the property, and since the current parcel is separated by Interstate 43, it makes sense to split the

parcel into two for resale. *MOTION by Huxford to approve the requested split. The motion was seconded by Schlag. No further discussion. Motion carried in a voice vote, 4-0.*

**OLD BUSINESS:****1. Annual Quarry Permit for James E. Kocken Trucking**

Code Enforcement Officer Mark Robets submitted a memo to the board which Burdette presented. Kocken paid the \$1,000 permitting fee and the permit submittal is in proper order. *MOTION by Van Rossum to approve the Annual Quarry Permit for James E. Kocken Trucking. The motion was seconded by Huxford. No further discussion. Motion carried in a voice vote, 4-0.*

**2. GV-10 Reconstruction access point location recommendation.**

An overview of the access point relocation was given by Town Engineer Scott Brosteau. A letter was sent out to all the affected residents to comment on the proposal to add extensions on the two driveways in order to align these driveways with the proposed additional two access points. Little resident feedback was received; however, most were in favor of the extension of the driveways. The extension would be on parcels 443-5 Seacret Salon, and 443-6 Imment Development. Mr. Malvitz asked that his driveway feed into the extension of Seacret Salon to function as a shared driveway in order to have access to the additional cross over as well. The board thought this was a reasonable request.

It was understood from the December 2<sup>nd</sup>, 2013 Public Informational Meeting that the proposal for the driveway extension by County Board Supervisor John Van Dyck was just that, a proposal. Once the town received feedback from the affected residents regarding the driveway extension idea, the town was to communicate the outcome with Van Dyck who would relay the information to County Executive Troy Streckenbach. *MOTION by Danen to authorize staff to present the acceptance of the driveway extension proposal based on the feedback from the affected residents. Motion was seconded by Van Rossum. No further discussion. Motion carried in a voice vote, 4-0.*

**NEW BUSINESS:****1. Discussion/possible action:****a. Developer's Agreement between Town of Ledgeview, Ledgeview Sanitary District, and Belle Isle Meadows, LLC.**

Burdette explained that staff met with the developers of Belle Isle Meadows, LLC., in order to proceed with the financing. A draft of the developer's agreement was created using the Radue Homes Developers Agreement as a template. Board feedback is requested to confirm staff is heading in the desired direction in creating the agreement. Discussion ensued regarding the town financing public utilities vs. private utilities, and if the town wants to get into the business of financing private utilities. The board consensus was it is acceptable to finance public utilities, but not private utilities. The reason is public utilities could be financed through bond proceeds because the bonds are tax exempt bonds and public utilities are tax exempt. Private utilities are not tax exempt, and the town would have to take out non-tax exempt bonds to finance the private utilities. Past practice dictates the town does not finance private utilities; however, it doesn't mean it couldn't be done. A developer's agreement is typically done on an individual basis. Staff is to look at different financing options and bring it back to the board at a later date. No action taken.

**b. Update on sidewalk maintenance policy.**

Town Engineer Scott Brosteau gave a brief overview of the petition from the residents of Ledgeview Road between Swan Road and Winding Waters Way. The residents would like the town to maintain the sidewalks in this area so students may walk back and forth to school safely. Brosteau contacted the Public Works Directors of area communities and found that Ledgeview's policy on sidewalk maintenance is consistent with area municipalities. The town does not have equipment to clean off five foot wide sidewalks; Ledgeview's equipment cleans off six foot wide sidewalks. There's been no agreements entered by the town agreeing

to maintain these pedestrian walkways, and the town has not been maintaining these pedestrian walkways. The board decided that since Ledgeview is operating in the same fashion as other area municipalities, they will continue in the same fashion by not maintaining this pedestrian walkway. No action taken. Staff will send letters to the petitioners explaining the board's position.

**c. Recommendation from Ledgeview Fire Department regarding selection of Fire Chief and officers for 2014 term.**

Burdette explained that per the Fire Department By-Laws, the board must confirm the annual election results. The same personnel were elected to their respective positions as two years ago, so there is no turnover. The following are the elected representatives and their positions:

Assistant Chief Randy Edinger  
Captain Todd Hendricks  
Lieutenant Timothy Danen

***MOTION by Danen to approve the recommendations and selections of the elections from the Fire Department. Motion was seconded by Van Rossum. No further discussion. Motion carried in a voice vote, 4-0.***

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

Sarah Burdette, Clerk/Administrator:

- Kuehne matter is waiting for a status conference to be scheduled.
- Central Brown County Water Authority is working on connections with Wrightstown.
- Workgin with Central Brown County Water Authority for an underwriter selection related to 2015 bonds
- Noted correspondence from Brown County Highway Department regarding GV-10 project.

Scott Brosteau, Town Engineer

- Green Bay Metro is in the process of doing a Swan Road interceptor. The sewer line will follow the extension of Swan Road to the future southern bypass and then west along this route to CTH PP. Ledgeview and De Pere will be paying for any capacity they need in this sewer line, Ledgeview's will be minimal.
- Central Brown County Water Authority (CBCWA) is working on getting piping and easements for the new storage tanks. CBCWA is responsible for maintaining the 90 foot easements.
- Euro Lane/Meadow Sound, there is a drainage easement that the owner would like moved because he is combining two lots. The owner asked for a pipe installation to get rid of the water, and is willing to pay for vacating the existing easement, the moving of the easement, maintenance of the easement, paying for easement, and the inspection. A special charge can be put on the tax bill should the owner not maintain the easement.

Luann Pansier, Treasurer

- November Cash Report was included in the packet.

**Board Comments:**

Richard Huxford, Town Board Supervisor:

- Attended the Brown County CHY PP Meeting held in the City of De Pere. The potential for a huge impact on town businesses when the project gets started. It's tentatively scheduled to begin May 1, 2014 on the north side by CHY X to the ramps. The intent is to close off X & PP altogether which will impact the town's businesses in this location. Due to the fact this is a county project, the detour has to be on county roads, impacting the businesses. Town roads are built to handle truck traffic, but staff needs to work with the local businesses for better route options during construction.

- Met with staff on December 4<sup>th</sup> in regard to the public works position. Staff is recommending a full-time position which seems to be justified. Staff will submit a proposal to the board at a future meeting.

**APPROVAL OF THE VOUCHERS:**

*MOTION by Schlag to approve the vouchers. Motion was seconded by Van Rossum. 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 5:40 p.m..*



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