

The Ledgeview Town Board held a meeting on **Tuesday, August 19, 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 Chairman Danen at 4:30 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all in attendance.

C. ROLL CALL

Members present were Chairman Philip J. Danen, and Supervisors Richard Huxford, Andy Schlag, Renee Van Rossum, and Ken Geurts.

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

D. AGENDA APPROVAL

MOTION by Van Rossum/Schlag to approve the agenda. No further discussion.
Motion carried in a voice vote, 5-0.

CONSENT AGENDA

1. Regular Board meeting minutes:
 - a. August 4, 2014 Town Board Minutes.
2. Routine Reports:
3. Committee/Commission Reports:
4. Operator's Licenses:
 - a. August 1, 2014 - August 14, 2014
5. Other Committee minutes. Accept and place on file.
 - a. August 6, 2014 Sanitary District Meeting.
 - b. August 13, 2014 Zoning & Planning Meeting.
6. Pay Requests
 - a. Request #4 for contract C-2013, Reserve at Meadow Ridge to Dorner Inc. for \$10,573.14
 - b. Changer Order #2 contract B-2013, CTH GV-9 Street Lighting for \$5,958.91
 - c. Request #3 Final for contract B-2013, CTH GV-9 Street Lighting to Bodart Electric Service Inc. for \$16,229.44.
7. Amend Graystone Liquor License naming Kristina Mertes as the new agent.

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 Schlag/Huxford to approve the consent agenda. No further discussion. Motion carried in a voice vote, 5-0.

PUBLIC COMMENT:

John Fiddelke, 3800 Dickinson Road - Mr. Fiddelke has several comments on item 2 under Old Business. Chairman Danen explained that the item is on the agenda so that the board can discuss how they want to address this ordinance; do they want to proceed through the typical process with the ordinance as a whole, do they want to break the ordinance down into sections, or do they want to dismiss the ordinance altogether. There isn't going to be a quick fix for this ordinance, unless the board decided to dismiss it altogether. Mr. Fiddelke was informed that he is welcomed to put his comments in writing and submit them directly to the

Chairman or through town staff. Chairman Danen assured Mr. Fiddelke there would be time for public comment prior to ordinance adoption.

COMMUNICATIONS: None.

ZONING AND PLANNING COMMISSION ITEMS:

a. Recommendation on the request by Alliance Const., agent for Steinmar Properties, LLC, owner, for a sign for the CBRF facility located at 1350 Angel's Path, D-1645.

The petitioner is proposing to install a single-sided carved stone boulder atop a concrete base. The sign meets square footage and right-of-way requirements. The sign will include the name and address of the facility. There was concern that emergency services might have difficulty finding the correct building when called due to the lack address identification on the three buildings themselves. Staff assures the board that this would be addressed through the pre-plat process should the property develop further. The Zoning & Planning Commission unanimously recommended approval of the proposed sign with the condition to include landscaping around the sides and back of the sign as required by code. MOTION by Geurts/Van Rossum to approve the request by Alliance Const., agent for Steinmar Properties, LLC, owner, for a sign for the CBRF facility located at 1350 Angel's Path, D-1645. No further discussion. Motion carried in a voice vote, 5-0.

b. Recommendation on the request by Dave Vaclavik of Central Brown County Water Authority for a Certified Survey Map creating Lot 1 and Outlot 1 on parcel D-442-9, located on the corner of Plantation Ct. and Heritage Rd.

The Commission reviewed the Certified Survey Map (CSM) creating Lot 1 and Outlot 1 on parcel D-442-9, located at the corner of Plantation Ct. and Heritage Rd. The CSM will create the outlot for CBCWA facilities which is preferred over an easement. Lot 1, however, will be less than 60,000 sq. ft., a requirement of RR- Rural Residential zoning. A rezone of this parcel, and a few others in the area, to R-1, Residential will be on the agenda for the September 10, 2014 meeting. There was concern regarding rezone is the parcels going to R-1 will be close to land that is agricultural. Clarification was given that these RR parcels are currently using municipal utility services which are typically not allowed under RR zoning. The Commission recommends approval of the Central Brown County Water Authority Certified Survey Map Resolution #003-2014 contingent on the parcel being rezoned from RR to R-1 and subject to any technical corrections required by the Town Engineer or Brown County prior to Town signatures. There was discussion concerning the rezone and whether or not the re-zone should occur prior to the CSM being approved. There was discussion regarding which action should be done first, the rezone or the split. The board was more comfortable with the rezone first. MOTION by Danen/Huxford to table the CSM until the property is rezoned from RR to R-1. No further discussion. Motion carried in a voice vote, 5-0.

NOTE: The Zoning & Planning Commission worked on an ordinance amendment to the Chapter 79 - Signs with regard to institutional signs and designs. The first reading of this ordinance amendment will be on a future agenda.

OLD BUSINESS:

1. Discussion Only: Follow up on Tax Incremental Financing (TIF) Informational Meeting/Work Session held August 13, 2014.

Burdette gave a recap of the Joint TIF meeting held August 13, 2014. The PowerPoint presentation will be posted on the town's website, under the initiatives and projects tab. There will be future joint meetings scheduled so that the committees, commissions, and boards can continue discussions on TIF and analyze if it would be a benefit for the town to implement. The meeting will be facilitated by Town Planner Dustin Wolff, who will be the point of contact.

2. **Discussion Only: Follow up on draft ordinance 2014-008 to codify various duties, responsibilities and procedures of Town Government.**

Originally, this ordinance was authored by the Personnel Committee, with the assistance of legal counsel, and recommended to the Town Board for approval. The ordinance was on the agenda for a first reading on April 7, 2014. Action following the Town Annual Meeting, April 15, 2014, was taken to table discussion on the draft ordinance for a period of three months. At the Request of the Town Chair, this item was listed on the agenda as Old Business. As stated earlier, the Chairman's intent is for the Board to re-familiarize themselves with the draft and to determine what, if any, future action is necessary. After much discussion, the board determined address the ordinance in sections, that to look at the ordinance as a whole is a bit overwhelming. Therefore articles 1 and 3 will be on a future agenda for the board to review. No action taken.

NEW BUSINESS:

1. **Recommendation to approve Resolution Designating Public Depositories and Authorizing withdrawal of Town Monies.**

L. Pansier explained state statues require all municipalities to approve, via resolution, the institutions qualified as public depositions under Chapter 34 that they wish to use for the purpose of depositing and withdrawing public funds. This resolution supersedes former resolutions from 2009 due to some name changes, additions, and deletions of some financial institutions. There was discussion regarding listing Community First Credit Union and Johnson Bank as well. With those amendments, MOTION by Danen/Geurts to approve the resolution with the addition of Johnson Bank and Community First Credit Union and the Town Chair has authorization to sign the resolution once those changes have been made. No further discussion. Motion carried in a voice vote, 5-0.

2. **Recommendation to approve Resolution Adopting Town of Ledgeview Employee Benefit Plan effective July 1, 2104.**

The typo was noted on the agenda; it should read, "2014" not "2104". Burdette explained due to increase of regulations with Health Care Reform, the town enlisted the help of a third party provider to conduct the necessary Summary Plan Descriptions relative to Ledgeview's health care benefits for employees. The completed review and related document was an expense to the Town of \$500 and is an expense that will only occur at such time that a change is made to the offered health plan. The town is now complaint with all ERISA requirements as prescribed by law by having this written plan in place. Healthcare coverage is a policy effective date of July 1, 2014. The Employee Benefit Plan needs recognition by the Town Board via a resolution signed by all approving board members. MOTION by Schlag/VAN to approve the resolution adopting the Town of Ledgeview Employee Benefit Plan effective July 1, 2014. No further discussion. Motion carried in a voice vote, 5-0.

3. **Recommendation to approve the Brown County Municipal Recycling Agreement Amendment V.**

This is an annual amendment to the municipal recycling agreement held between Brown County and various participating municipalities. This agreement allows consolidation of recycling services throughout the county and allows each community to participate in the state's recycling grant program. MOTION by Geurts/Huxford to approve the Brown County Municipal Recycling Agreement Amendment V. No further discussion. Motion carried in a voice vote, 5-0.

4. **Approve 2014 Blasting Permit for James E. Kocken Trucking.**

Nelson explained this is an annual blasting permit that are typically renewed in prior to January 1. At that time, it was unknown whether or not Mr. Kocken would be blasting this year, so the permit wasn't renewed. Mr. Kocken would like to start blasting, therefore, needs a permit to do so. Blasting permits run on a calendar year; this permit would expire December 31, 2014. As of the meeting, the required paperwork was not received from Mr. Kocken, therefore, the recommendation is to table until the required paperwork is received. MOTION by Danen/Van Rossum to table until the required paperwork is received. No further discussion. Motion carried in a voice vote, 5-0.

REPORTS:

Clerk/Administrator:

- Brown County Water Authority Bond Sale went very well
- Construction project is complete. Waiting to get layout and quotes for the new storage room. Waiting on quotes for sound system, but realize the end of September deadline.
- Meeting with Brown County Home Builders Association went well and Ledgeview received positive feedback.
- Bellevue is planning on replacing the bridge on Bower Creek Road, more information to follow
- County Rescue reports Ledgeview's calls for service is down for the first 6 months of the year
- Rezone on Creamery Road for those parcels receiving municipal services from RR to R-1, more information to follow
- Memo went to Department of Agriculture, Trade, and Consumer Protection regarding Farmland Preservation Certification.
- Ledgeview's estimated population increased to 7337
- Mark Roberts has some educational opportunities to explore the Emerald Ash Borer through the County Extension Office and DNR. Currently there are no problems in Ledgeview.
- Employee reviews are being conducted at this time. Will be forwarded to the Personnel Committee for recommendation to the Town Board.
- Mediation in the Kuehne matter is schedule for August 29th.
- Extension/postponement of the Gerbers matter was granted.
- Next Town Board meeting will be held Tuesday, September 2nd in observance of the Labor Day Holiday on Monday, September 1st.
- The Building Inspector issued 30 new house permits this year, up from the past couple of years.

Deputy Clerk:

- There were 490 voters for the Partisan Primary is Tuesday, August 12, 2014.

Engineer:

- Radue, Reserve at Meadow Ridge, is installing curb and gutter this week, asphalt next week. The goal is completion by the Showcase of Homes. They will start the second phase in September.
- DNR permits were obtained for Belle Isle Meadows. There was a weather delay but will be moving on the project.
- Board heard comments on the special assessments for CTH PP. There needs to be a board decision on comments as part of the public hearing process in the near future.

Treasurer:

- Cash Flow Report was included in the board packets.
- RFP for banking was due last week. Will have summary and resolution on a future agenda.

Board Comments:

Chairman Danen:

- Would like to set the board priorities for next year with respect to the 2015 budget.
- Scheduled to have a presentation from Assessor Mike Denor on a possible revaluation of the town on the agenda. With the budget right around the corner, this could help with budget preparations.
- Employee review time. Danen will work with the Personnel Committee on employee reviews and recommendations to the board.

Schlag:

Approved at the September 2, 2014 Town Board Meeting.

- Took a citizen complaint about dump truck drivers using Scray Hill Park facilities for breaks. Is the structure of the parking lot built to withstand heavy trucks? The park is a public facility and the parking lot can withstand the heavy trucks. Staff will monitor to determine if there's a problem.

Huxford:

- Fielded a complaint against the Building Inspector. Until a formal complaint is initiated, no action will be taken.

APPROVAL OF THE VOUCHERS:

MOTION by Schlag/Van Rossum to approve the vouchers. No further discussion. Motion carried in a voice vote, 5-0.

ADJOURNMENT:

MOTION by Danen/Schlag to adjourn. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 5:54 p.m.

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