

The Ledgeview Town Board held a meeting on **Tuesday, September 2, 2014, at 6:00 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 6:00 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, and Treasurer Luann Pansier.

D. AGENDA APPROVAL

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

CONSENT AGENDA

1. Regular Board meeting minutes:
 - a. August 19, 2014 Town Board Minutes.
2. Routine Reports: None.
3. Committee/Commission Reports: None.
4. Operator's Licenses:
 - a. August 15, 2014 - August 29, 2014
5. Other Committee minutes. Accept and place on file.
 - a. July 15, 2014 Central Brown County Water Authority Meeting Minutes.
 - b. August 13, 2014 Tax Incremental Financing Informational Meeting/Work Session Meeting Minutes.
6. Pay Requests
 - a. Pay Request #1 for contract A-2014, Belle Isle Meadows Subdivision to Jossart Brother for \$184,349.27.
7. Public Amusements and Shows Application
 - a. LedgeFest Inc., Pat Krienke agent, for LedgeFest, to be held September 27, 2014 from 11:00 am - 5:00 pm at Olde School Square, 2200 Dickinson Road, De Pere.

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

PUBLIC COMMENT:

James Kocken of James Kocken Trucking addressed the board regarding his blasting permit. Mr. Kocken showed the board a drawing of where he would like to blast within the quarry. Advised that Mark Roberts toured the site and didn't have a problem with the blasting site. Viking is going to do the blasting.

PRESENTATION:

Approved at the September 16, 2014 Town Board Meeting.

a. Mike Denor, Town Assessor, discussion on process and scope for a potential future revaluation of Town of Ledgeview.

Mr. Denor presented the board with a table depicting changes in equalized values in neighboring municipalities. The Town of Ledgeview has maintained its equalized value during the recent recession. Home sales in the town are stable at this time, and with that said, the equalized value has the potential of being around 90% next year which is the threshold for revaluation. The last revaluation was in 1994, and there has been a \$649,000,000 change in equalized value since the last revaluation. The revaluation process will cost the about \$40-\$50 per residential home and commercial and agriculture is about \$65 per parcel; a total estimated town cost of \$95,000 to complete the process. The timeframe would be to start right after the Board of Review in June run through August of the next year, approximately 14 months. A letter goes out to all property owners, and a time is scheduled to evaluate the interior of the home. The owners have a right to refuse the assessor entrance, but those who do, forfeit their right to an appeal. Burdette offered thoughts of budgeting a third of the revaluation costs over a three year period, beginning with 2015. The process could start in 2016, and finish in 2017 thus spreading the cost over a three year period. The reason behind doing a revaluation is one of equality; to make sure everyone is on the same playing field. Typically when equalized values increase, mill rates decrease, and vice versa. The result is the town doesn't collect any additional money; it's more of an equitable distribution of where the money comes from.

Discussion amongst the board lead to a unanimous consensus to pursue Burdette's suggestion of budgeting a third of the revaluation costs over a three year period, starting with 2015. The revaluation process can start in 2016, with completion in 2017. With that said, Mr. Denor will draft an agreement for future board consideration.

COMMUNICATIONS: None.

ZONING AND PLANNING COMMISSION ITEMS: None.

NOTES: The Commission's next meeting is on September 10th at 6:00 p.m. with a Joint Informational Meeting on Tax Incremental Financing with the Town Board, Zoning & Planning, Sanitary District Commission, and the Redevelopment Authority at 5:00 p.m. A notice of the Joint Meeting will be sent out this week.

OLD BUSINESS:

1. Approve 2014 Blasting Permit for James E. Kocken Trucking.

Burdette explained that all the applicable fees have been paid, and all the applicable paperwork has been received. This was tabled at the last meeting because the paperwork wasn't received. The staff recommends approval of the blasting permit. **MOTION** by Schlag/Van Rossum to approve the 2014 Blasting Permit for James E. Kocken Trucking. No further discussion. Motion carried in a voice vote, 5-0.

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

Burdette noted that Article 1 deals only with elected officials, which includes the Town Board and the constable. The constable is not a statutory requirement; some area municipalities use a Humane Officer and share the costs. The constable is paid a per trip charge, mileage, and other costs associated with catching and taking care of the animals. The annual budget for the constable is \$2,000. No further discussion was had on Article 1.

Article III deals only with Committees, Board, and Commissions.

Personnel Committee:

- Changed the title to Personnel and Finance Committee because the former Town Chair wanted this committee to get more involved in how the town functions financially. Therefore language was used to note the types of transaction the committee would oversee.

Approved at the September 16, 2014 Town Board Meeting.

- This committee was also given the employee grievance procedure which is required by law.
- Ninety percent of the Article content is how the committee currently functions.

Length of Service Award Committee:

- This committee makes sure that the fire department member meets the requirements to receive the benefits of the program that's administered by the state.
- The Article spells out the membership and the appointment of the members along with the terms.

Park, Recreation, & Forestry Committee

- This committee has already been approved by the Town Board and is currently an ordinance.
- Town Park Director and Deputy Town Park Director was included at the time of writing for future growth. Discussion ensued regarding different language because there currently isn't such a position. There were some minor changes requested removing the Town Park Director and Deputy Park Director.

Public Works Committee

- This was the only new committee created by the Personnel Committee. There was discussion at the committee level to create such a committee for those who are knowledgeable in the field to legislate public improvement projects so the Town Board is legislating something they're not educated in. This committee is very generic in terms of formation, duties, and membership. There was discussion on the involvement of the Town Engineer and the Public Works Systems Operator. There were minor language changes to this committee, one of which includes the Public Works Systems Operator and Town Engineer as the ex officio, nonvoting members of the committee.

No action taken. Article IV will be discussed at the next meeting.

NEW BUSINESS:

1. **Final resolution authorizing improvements and levying of special assessments against benefited property for road construction and installation of curb, gutter, sidewalk and storm sewer along CTH PP beginning at O'Keefe Road and the intersection of CTH PP and ending at the intersection with Viking Lane and CTH PP in the Town of Ledgeview, Brown County, Wisconsin.**

Brosteau explained that he spoke with Brown County regarding the removal of the sidewalk at the request of Mr. Turiff. The county noted that the sidewalk will then end midblock, leaving pedestrians no place to go. Brown County and City of De Pere prefers the sidewalk ends at an outlet of connectivity. Discussion ensued regarding the pros and cons of ending the sidewalk midblock. Apartment residents do walk along corridor and it would offer them a point of connectivity. Officially, if the board does nothing, the sidewalk remains in the project as is. To make any changes to the sidewalk, the board would need to approve a motion. It's the consensus of the board is to leave it as is; the sidewalk will be installed as noted in the original project documents, thus ending at Viking Lane.

MOTION by Danen/Schlag to approve the final resolution authorizing improvements and levying special assessments. No further discussion. Motion carried in a voice vote, 5-0.

There was discussion on timing of the assessments and when the project will be completed. It was determined that the project won't be completed in time to advise the property owners of the assessment and give them time to pay the assessment. Therefore, the special assessments will be on 2015 tax roll.

2. **Recommendation to approve Amendment #1 to the Developer's Agreement between Walter's Excavating, LLC, WEL Real Estate, LLP, Town of Ledgeview, and Town of Ledgeview Sanitary District No. 2.**

Approved at the September 16, 2014 Town Board Meeting.

This amendment to the agreement is to revise the cost estimate now that bids have been received. It also provides permission to the Town to go onto the property to construct the improvements since the CSM has not been completed and not anticipated to be completed prior to construction starting. It also states that Developer is responsible for all costs incurred by Town if the CSM is not completed and the Developer is responsible for costs if the Town removes the improvements. **MOTION** by Geurts/Van Rossum to approve the amendment. No further discussion. Motion carried in a voice vote, 5-0.

3. Award contract B-2014 Jossart/WEL access road to Jossart Brothers Inc. for \$144,776.

The contract is to construct the Jossart/WEL road off of Swan Road. Two bids were received and Jossart was low. The project includes installation of water, storm sewer, and urban street approximately 650 feet in length. **MOTION** Van Rossum/Huxford to approve. No further discussion. Motion carried in a voice vote, 5-0.

Danen updated the board on the Kuehne vs. Town of Ledgeview mediation. A settlement was reached. There is to be no further mapping on the cul-de-sac with this application.

Danen also updated the board on the speed limit increase to 40 m.p.h. Brown County Highway Department is in favor of the increase; however, the final decision rests with the County Board. Danen will continue to keep the board informed on any discussion or action on this item.

At 6:55 p.m., Chairman Danen excused himself to attend a Meeting at the Town of Glenmore regarding Shoreland Zoning. The meeting is in regard to new case law that gives authority over shoreland zoning to the county instead of with the municipality. Danen will give a further update at the next meeting. Supervisor Schlag took over chairing the remainder of the meeting.

TOWN ORDINANCES

1. FIRST READING:

a. Ordinance 2014-019, Amend Chapter 79, Section 13 Institutional Signs and Section 16 Design, Construction and Erection Standards

Text amendment ordinance relating to the requirements of institutional signs and design, construction and erection standards for only those building zoned institutional. This amendment allows for additional signs so the buildings can be easily located.

REPORTS:

Clerk/Administrator:

- Discussion on the public-private conceptual project near Scray Hill Park have been terminated.
- Brown County Planning Commission did approve the additional representation for the town. Discussions ensued by staff as to who would be a good fit for this position.
- Danen gave an update on the Shoreland Zoning issue.
- Danen gave an update on the Kuehne matter.
- The Gerbers matter was removed from the schedule in order to move forward with some sort of mediation. Town's attorney will address this issue with the Personnel Committee at their October meeting.
- Property owners of the Creamery Road re-zone were given another notice.
- Joint TIF meeting Wednesday, September 10, at 5:00 p.m.
- Parks Committee will resume on September 18th after their summer break.
- Joint Town Board and Sanitary District Meeting to review the Capital Budget tentatively scheduled for September 16, 2014 at 5:30 p.m.

Engineer:

- The Reserve at Meadow Ridge poured curb and gutter for the 1st phase. The asphalt binder should be done yet this week for the 1st phase. The 2nd phase, the contractor will be striping topsoil and should take a couple of weeks to install water, sewer, and storm sewer.
- Belle Isle is installing water, sewer, and storm sewer. The contractor is starting to dig the pond in order to fill in the north end.
- Creamery Road will be closed for 2-3 days within the next month to install the two pipes as a result of the GV flood study.
- One Bingham Road complaint regarding Bell Isle construction. Street sweeping is being done on Friday. No complaints today with school starting.

Treasurer:

- Working on the 2015 budget.
- Still have questions for those who submitted proposals for the Banking RFP.

Board Comments:

Schlag:

- Receiving complaints about the meeting room; specifically, the fire department wants their pictures hung back on the wall. Burdette explained that a sound system has to be installed, quotes for a decal of the logo are being pursued, and quotes on shelving are being assembled for the storage room. Staff talked with the Fire Chief regarding a group portrait vs. individual pictures.

APPROVAL OF THE VOUCHERS:

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

ADJOURNMENT:

MOTION by Schlag/Van Rossum to adjourn. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 7:11 p.m.

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