

The Ledgeview Town Board held a meeting on **Tuesday, May 19, 2015, 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, Supervisors Renee Van Rossum, Ken Geurts, and Cullen Peltier. Supervisor Andy Schlag was excused.

Staff present were Clerk/Administrator Sarah Burdette, Engineer Scott Brosteau, Planner Dustin Wolff, and Deputy Clerk Charlotte Nelson.

D. AGENDA APPROVAL

MOTION by Geurts/Van Rossum to approve the agenda. No further discussion. Motion carried in a voice vote, 4-0.

CONSENT AGENDA

1. Regular Board meeting minutes:
 - a. May 4, 2015 Town Board Meeting.
2. Routine Reports:
 - a. None.
3. Committee/Commission Reports:
 - a. None.
4. Operator's Licenses:
 - a. May 4, 2015 to May 15, 2015.
5. Other Committee minutes. Accept and place on file.
 - a. April 15, 2015 Zoning & Planning Meeting Minutes.
 - b. May 6, 2015 Sanitary District Meeting 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 Van Rossum/Peltier to approve the consent agenda. No further discussion. Motion carried in a voice vote, 4-0.

PUBLIC COMMENT: None.

PUBLIC HEARING:

COMMUNICATIONS: None.

ZONING AND PLANNING COMMISSION ITEMS:

Approved at the June 1, 2015 Town Board Meeting.

1. Recommendation from Zoning & Planning Commission on the request from Paul Gregoire of Colortech, Inc., agent for Michelle Whittemore, owner, for a wall and blade sign for Little More Twigs located on parcel D-1622, 3706 Creamery Rd.

There are two different signs proposed, one is a flush mounted (facing Creamery), the other is a projecting sign (facing Dickinson Rd.). There is no illumination for the proposed signs. Graphics depicting the hours of operation are also proposed for the glass doors. The code of development for this Neighborhood Development Center dictates sign requirements for Olde School Square, which the proposed signs meet. The Zoning & Planning Commission unanimously approved the proposed signage and recommends approval. **MOTION** by Geurts/Van Rossum to approve the sign proposed signs. No further discussion. Motion carried in a voice vote, 4-0.

2. Recommendation from Zoning & Planning Commission on the request from David Chrouser of Mau & Assoc., agent for Gary & Katherine Ambrosius, owners, for Certified Survey Map (CSM) creating Lot 1 on parcel D-200 located at 2795 Dickinson Rd.

The Petitioner is requesting the approval of a two (2) lot CSM for the approximate 8 acre parent parcel. The lands are currently zoned R-1, Single Family Residential District. The CSM is consistent with the Comprehensive Plan and the Future Land Use Plan. The Park Plan illustrates the development of a future bicycle/pedestrian trail which should be planned with the Area Development Plan (ADP) for this location. There is no requirement for infrastructure improvements with this CSM. The proposed CSM complies with the requirements of Chapter 96; Subdivision, and the Zoning & Planning Commission recommends approval subject to the following:

- 1) Resolution of any technical discrepancies, payment of all applicable fees, and outstanding assessments,
- 2) Future development of a recreational trail should be planned with an ADP,
- 3) A preliminary review by Brown County indicated approval of access on CTH G for lot 1,
- 4) The dedication of Kuyper Lane shall not be required at this time as illustrated on the Official Map.

MOTION by Geurts/Peltier to approve the CSM with the recommended contingencies from Zoning & Planning. No further discussion. Motion carried in a voice vote, 4-0.

3. Recommendation from Zoning & Planning Commission on the request from Gregg Francisco of Howard Motors, owner, for a site plan adding asphalt, gravel and lawn to parcel D-424-1, 3510 Monroe Rd.

The petitioner is requesting to add 5,100 SF of new asphalt for customer vehicle parking. A new 3,800 SF gravel area is proposed behind the shop for long-term storage of vehicles for service. Landscaping is provided to screen the customer parking area and the monument sign from Monroe Street. Two new pole lights proposed in the landscaping area adjacent to the customer parking stalls. The petitioner met with Brown County and Town Engineer to ensure the improvement would not have an impact on the floodplain. The County has issued a Floodplain Permit for these improvements. The proposed site improvements comply with the zoning and site plan regulations. The Zoning & Planning Commission recommends approval of this site plan with the following conditions:

- Details of the lamp type and wattage with photometric plan be provided to the Building Inspector for approval;
- Revise Landscape Plan to include two (2) trees planted along Monroe Road;
- Petitioner to coordinate with the Town Engineer to ensure drainage issues are properly handled.

MOTION by Van Rossum/Geurts to approve with the recommended conditions from the Zoning & Planning Commission. No further discussion. Motion carried in a voice vote, 4-0.

OLD BUSINESS: None.

NEW BUSINESS:

1. Resolution regarding vacation of Honey Locust Drive.

The petitioner owns the adjacent properties on both sides of the road and adjacent properties to the cul-de-sac. Approval of said resolution kicks-off the timeline of the vacation process with the filing of the lis pendens. A public hearing will be scheduled for Monday, July 6, 2015 at 6:00 p.m. Town Board Meeting. The Zoning & Planning Commission reviewed the request and recommends approval of the vacation with one contingency; all utilities located within the vacated right of way of Honeylocust Drive are allowed to remain or be removed at the requester's expense. **MOTION** by Van Rossum/Danen to approve the resolution. No further discussion. Motion carried in a voice vote, 4-0.

2. Resolution regarding the establishment of the Chicken Permit Fee.

Ordinance 2014-006 was adopted on April 6, 2014 allowing for the keeping of chickens on R-1 zoned parcels. The ordinance calls for a town issued permit with a fee established by the Town Board. This resolution will establish this permit fee. Discussion ensued about allowing chickens in R-1 zoning district in the town. **MOTION** by Van Rossum/Geurts to open the meeting up for public input. No further discussion. Motion carried in a voice vote, 4-0. At 4:46 p.m., the meeting was opened for public discussion.

Steve Corrigan, 4602 Dickinson Road - Commented that chickens being kept on residential properties stemmed from the school districts trying to come up with an affordable projects allowing students to participate in the County Fair.

At 4:53 p.m., **MOTION** by Van Rossum/Geurts to close the meeting to public input. No further discussion. Motion carried in a voice vote, 4-0.

There was comparison made to the dog licenses, which are \$5.50 for altered dogs, \$11.00 for unaltered dogs. The board was informed that a building permit was necessary for the coops, therefore, there would be time invested by the building inspector. The ordinance also states that the town is to notify all adjacent property owners that chickens are going to be kept at a property adjacent to their. **MOTION** by Geurts/Peltier to set the annual permit fee for chickens at \$11.00. No further discussion. Motion carried in a voice vote, 4-0.

3. Confirm Chair's appointment of Robert Voss as the citizen member of the Board of Review for a five year term.

Danen advised that Mr. Voss is a retired CPA who's interested in serving on the Board of Review. Mr. Voss also serves on the Personnel & Finance Committee. **MOTION** by Peltier/Van Rossum to confirm the Chair's appointment of Robert Voss to the Board of Review for a five year term. No further discussion. Motion carried in a voice vote, 4-0.

4. Installment Agreement to Pay Delinquent Taxes and/or Other Debts with Kolb Korners Klan, LLC, for Real Estate Property and Personal Property located at parcel D-259, 4344 Lime Kiln Road.

Todd Welsing was in attendance representing 21 Gun Roadhouse, as well as Steve Corrigan representing the Property Owners, Kolb Korners Klan, LLC. The Board wanted to confirm that both parties understood that this Installment Agreement must be complied with, and the consequence of non-compliance is the revocation of the bar's liquor license. The gentleman both acknowledged they understood the agreement. With that understanding, **MOTION** by Danen/Van Rossum to approve the Installment Agreement between Kolb's Korner Klan, 21 Gun Roadhouse, and Town of Ledgeview. No further discussion. Motion carried in a voice vote, 4-0.

5. Discuss and make recommendation on town website revision.

Approved at the June 1, 2015 Town Board Meeting.

This is a proactive juncture to keep the town current with technology advancements. The most common complaint about the website is that information isn't easily accessible. Improvements to the website include bringing this information to the forefront by creating a more visual user friendly environment. The enhancement will also create a template for electronic newsletter, thereby phasing out the printed newsletter. Those residents who would like to continue to receive a printed version of the newsletter will be able to do via a request. Staff has been aware of the venture and has budgeted appropriately. The goal of the improvements is to attract more users to the website as a reliable, user friendly, accurate source to get the information. **MOTION** by Geurts/Peltier to approve proceeding with the town website revisions at a price not to exceed \$14,500. No further discussion. Motion carried in a voice vote, 3-1 with Danen voting no.

6. Discuss and consider a proposal for further assistance of Department of Public Works Organizational Review and Succession Planning.

Board authorization is requested to proceed with recruiting assistance in developing a Succession Plan, and a Future Organizational Analysis & Needs Review of the Public Works Department. Staff gave a brief history that the Town Board had suggested establishing a work group to research and develop a plan for the future of the public works department. This committee included a member of the Town Board, the Sanitary District Commission, and the Public Works Department. This group has been unable to meet because of scheduling, thus assistance from an outside source is requested. The town is on the cusp of deciding what services can be done internally and what needs to be outsourced, along with facing future succession planning. Staff has been diligent about working cooperatively with neighboring municipalities regarding shared resources. The consensus of the board was to activate the committee that was set up prior to enlisting an outside consultant, and to bring updates back to the board. No action taken.

ORDINANCES:

1. Second Reading

a. Ordinance 2015-005 Amending Chapter 1 – General Provisions, Article II Fees and Penalties, Section 1-16 Forfeiture Schedules.

The forfeiture schedule will be used by the Brown County Sheriff's Department for enforcement of weight limits on roadways. The proposed scheduled is consistent with neighboring municipalities. This is the second reading, continue to the third and final reading with no changes.

2. Third & Final Reading

a. Ordinance 2015-004 Amending Chapter 135, Article XIII - Institutional District of the Ledgeview Code by creating an Institutional Overlay District.

Recommendation from the Zoning & Planning Commission to create an Institutional Overlay District to the zoning code to provide flexibility to the underlying parcels. This is the third and final reading of this ordinance. There has been no recommendations for any changes through the reading process. **MOTION** by Geurts/Danen to approve ordinance 2015-004 creating an Institutional Overlay District. No further discussion. Motion carried unanimously in a voice vote, 4-0.

REPORTS:

Clerk/Administrator:

- Open House at the Central Brown County Water Authority Tank Site tomorrow, May 20, 2015. Everyone is welcomed to take a tour and share in some lunch.
- Correspondence was received with regard to the Gerbers Matter.
- Correspondence was received with regard to the cancelation of LedgeFest.
- April 2015 Cash Flow Report was received.
- 2015 Recycling Grant was received. Congratulations to Deputy Treasurer, Renae Peters, on another successful grant application.

- Independent Inspections, LLC is changing their name and ownership. To date, there is no proposals to make any changes in services or contracts.
- Recap of the Southern Bridge Coalition Meeting. No official site has been determined at this time.
- Beautification Committee meets next week to continue work on town banners and monuments, as well as plans to clean up Ledgeview Park Gazebo.
- Zoning & Planning have a workshop scheduled next week to continue progress on the Comprehensive Plan.
- Personnel & Finance Committee is scheduled to meet in June.
- Public hearings for next Town Board Meeting include Liquor and Cigarette License Renewals, and a conditional use permit for Denis Lotto.
- Recognition of the many training opportunities that staff is participating in.

Engineer:

- Attempts to coordinate the replacement of the culvert on CTH X near the school pond with the County were unsuccessful; the County prefers to address the culvert at a later date.
- Bonding may be short for the GV-10 project; may have to look at some other source of funding. More information forthcoming.
- The Reserve at Meadow Ridge is has completed the curb and gutter in the second half, and is starting to pave.
- Bower Creek is in poor condition and needs to be resurfaced. The area where the beam guard is, the culvert needs to be replaced so looking at improving sight distance and widening roadway in this area. The combined projects will exceed the budget, may have to look at funding sources. More information will be forthcoming.
- Public Informational Meeting is scheduled for 5:30 p.m. on Monday, June 1, 2015 for the CTH G Sidewalk Installation Project; affected property owners will be notified.

Fire Department:

- The old Tender will go up for sale in a month or two through the newsletter, website, and word of mouth.

APPROVAL OF THE VOUCHERS:

MOTION by Geurts/Van Rossum to approve the vouchers. No further discussion. Motion carried in a voice vote, 4-0.

ADJOURNMENT:

MOTION by Danen/Van Rossum to adjourn. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 5:49 p.m.

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