

The Ledgeview Town Board held a meeting on **Monday, July 6, 2015, 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 Danen, and Supervisors Andy Schlag, Renee Van Rossum, Ken Geurts, and Cullen Peltier.

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

D. AGENDA APPROVAL

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

CONSENT AGENDA

1. Regular Board meeting minutes:
 - a. June 16, 2015 Meeting Minutes.
2. Routine Reports:
 - a. None.
3. Committee/Commission Reports:
 - a. None.
4. Operator's Licenses:
 - a. June 13, 2015 thru July 1, 2015.
5. Other Committee minutes. Accept and place on file.
 - a. May 26, 2015 Beautification Sub-Committee Meeting Minutes.
6. Public Amusements & Shows Application
 - a. Dollar Hill Equestrian Center, 2690 Dollar Road, to host a Rodeo and Band on July 18th & August 15th from 2:00 p.m. to 9:00 p.m. The Liquor License will be amended to cover these events.
 - b. Graystone Ale House, 3711 Monroe Road, to host Legends Barbeque Event on July 21st from 4:00 p.m. to 11:00 p.m. The Liquor License will be amended to cover this event.
 - c. Graystone Ale House, 3711 Monroe Road, to host Cerrate Memorial Ride Tailgate on August 29th from 4:00 p.m. to 11:00 p.m. The Liquor License will be amended to cover this event.
 - d. Graystone Ale House, 3711 Monroe Road, to host Ears, Beers, & BBQ (Badgers vs. Alabama Football Game) on September 5th from 4:00 p.m. to 11:00 p.m. The Liquor License will be amended to cover this event.

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

PUBLIC COMMENT:

Eric Allen, 4377 Scray Hill Road – Mr. Allen is concerned with the speed of the trucks on Scray Hill Road as his trash bin was hit, totally destroying it. Mr. Allen concern is for the safety of the neighborhood children. More trucks are using Scray Hill Road right now due to construction on CTH X and PP. Mr. Allen simply wanted the board to know that the speed limit reduction that took place a year ago wasn't very effective. As a result, staff is to contact Brown County Sheriff's Department to possibly get the Smart Radar, and to send a letter to the quarries who use Scray Hill Road and inform them that an alternate route is going to have to be used if the speed limit isn't followed.

PUBLIC HEARING:

1. **On the application from the St. Mary's Catholic Church for a temporary Class "B"/"Class B" Retailer's License for the sale of fermented malt beverages and wine at the Car Show and Picnic to be held on Sunday, July 19, 2015 on the church premises located at 4805 Sportsman Drive, De Pere, WI 54115.**

This is an annual event hosted by St. Mary's Church. There hasn't been any issues with the event in the past.

At 6:08 p.m., the meeting was opened for public comment. After three calls for comments, none were heard. At 6:09 p.m. public comment was closed. MOTION by Peltier/Danen to approve the temporary Class "B"/"Class B" Retailer's License for St. Mary's Church Car Show and Picnic. No further discussion. Motion carried in a voice vote, 5-0.

2. **On recommendation by Zoning and Planning Commission on Ordinance 2015-006 for to amend existing Chapter 79 – Signs of the Ledgeview Code prohibiting the use of billboards.**

Staff explained this language used to be included in the code, but through an ordinance amendment, was inadvertently eliminated. This amendment will be add the previously deleted language back in the code, therefore prohibiting the use of billboard in the Town.

At 6:10 p.m. the meeting was opened for public comment. After three calls for comments, none were heard. At 6:11 p.m. public comment was closed. MOTION by Van Rossum/ Schlag to approve Ordinance 2015-006 prohibiting the use of billboard within the Town. No further discussion. Motion carried in a voice vote, 5-0.

3. **On Final Resolution 2015-010 regarding the vacation of Honeylocust Drive in the Town of Ledgeview, Brown County, Wisconsin.**

Staff explained that this is the final step in the vacation process; all other steps in the vacation process have been completed.

At 6:12 p.m. the meeting was opened for public comment. After three calls, none were heard. At 6:13 p.m. public comment was closed.

All related attorney fees in association with the vacation process will be billed back to the owner, of which the owner is aware. The petitioner owns all three properties that have access to Honeylocust. There will be a Knox Box for the proposed gate for fire and utility access. The utility easement will be available for the town to maintain the utilities. Should the owner want to utilities disconnected, the owner would be responsible for the costs. MOTION by Schlag/Geurts to approve Final Resolution 2015-010 vacating Honeylocust Drive. No further discussion. Motion carried in a voice vote, 5-0.

OLD BUSINESS:

1. **Recommendation from Zoning & Planning on the request from Steve Bieda of Mau & Assoc., agent for Ryan Radue of Seville Properties, LLC, applicant, for a preliminary plat review for The Crossing at Dollar Creek subdivision located on parcels D-184 & D-184-3 on Dollar Rd.**

Staff explained per the June 16th Meeting, there was a meeting with the developer, the staff, and the chairs of the Park Committee and Zoning & Planning Commission regarding the dedication of the Environmentally Sensitive Area (ESA) to public use. The meeting went very well, and it's believed that a possible resolution was reached, but the Commission would have to meet to discuss and make a recommendation. Therefore, the staff asked for this item be tabled. MOTION by Danen/Peltier to table. No further discussion. Motion carried in a voice vote, 5-0.

NEW BUSINESS:

- 1. Recommendation for approval by Zoning & Planning Commission on the request by Steve Bieda Mau & Assoc., agent for Michael & Jessica McCarthy Trust, applicant, to vacate the public right-of-way for Honeylocust Drive.**

See Public Hearing Item 3 above.

- 2. Recommendation for approval by Zoning & Planning Commission on the request by Mike Andraschko Mau & Assoc., agent for Michael & Jessica McCarthy Trust, applicant, to construct a private entry gate in the former right-of-way across Honeylocust Drive.**

This is in association with the vacation of Honeylocust of which the owner is requesting to construct a privacy/access gate to privatize the cul-de-sac. With the approval of the vacation of Honeylocust, there's no issue with gate. Zoning and Planning Commission unanimously recommends approval subject to:

- Approval and completion of the right-of-way vacation for Honeylocust Drive prior to installation of the gate.
- Installation of a "knox box" or similar to ensure emergency service access at all times and Public Works access to maintain sewer and water utilities.
- Approval by the Town Staff regarding gate specifics—height, width, and style—prior to construction.
- Providing the Town with a landscaping plan for the gate mechanicals.

MOTION by Danen/Van Rossum to approve the installation of a privacy gate in the former right-of-way across Honeylocust Drive subject to the conditions of the Zoning and Planning Commission. No further discussion. Motion carried in a voice vote, 5-0.

- 3. Referral and recommendation from the Personnel & Finance Committee on Budget/Financial Policies and related 2015 Calendar for 2016 Budget Review.**

Staff explained that the 2016 Budget Review Calendar and the Budget / Financial Policies were reviewed by the Personnel and Finance Committee who recommends approval with no changes made to the policy. It was also explained that staff is working towards the goal of submitting the completed budget to Government Finance Officers Association for certification. MOTION by Peltier/Schlag to approve the Budget/Financial Policies and related Budget Review Calendar. No further discussion. Motion carried in a voice vote, 5-0.

- 4. Proposal for Public Works Organizational Review and Succession Planning.**

Staff explained this proposal stems from the work group that Town Board assembled to study the Public Works Department. The group simply does not have the expertise or time required to produce a quality product to make the type of decision this data is going to be used for. This study will include review of the department staff and services including current and projected work load levels, skill requirements for staff and available alternatives for service provision. The completed plan will focus on meeting the service needs of the Town and its residents while using department resources to their highest and best use. The contract is not to exceed \$6,000 which will be split amongst sewer, water, town, park, and storm water budgets. The

Sanitary District recommends approval. The Board wants to assure the study is needs driven rather than wants driven. MOTION by Geurts/Schlag to approve the proposal for Public Works Organizational Review and Succession Planning at a cost not to exceed \$6,000. No further discussion. Motion carried in a voice vote, 5-0.

5. Award contract for the construction on a sidewalk on the south side of Dickinson Road from East River Drive to the CTH GV Roundabout.

Staff explained there was only one bid received for this work by Jim Fischer Construction, Inc. Two other contractors had taken out bids packages, but bids were not received, probably due to workload. Work history with the contractor is clean, and the bid is within budget, therefore, staff recommends approval. MOTION by Schlag/Van Rossum to award the contract to Jim Fischer Construction. No further discussion. Motion carried in a voice vote, 5-0.

COMMUNICATIONS: None.

ZONING AND PLANNING COMMISSION ITEMS: None.

ORDINANCES:

1. Second Reading

a. Ordinance 2015-006 – An ordinance to codify ATV Regulations.

Per the first reading, the originally proposed ordinance was scaled down to only prohibiting the use of off-road motor vehicles on publically owned property. The Board was content with the language, however, would like the word “recreational” added after off-road to clearly define the prohibited vehicles. Recommend third and final reading with changes.

REPORTS:

Clerk/Administrator:

- Central Brown County Water Authority met June 24th on future strategic planning process now that operations are successful and legal proceedings are complete.
- Tax Incremental District #1 documentation has been submitted to the Department of Revenue for certification.
- Weekly CTH GV report was received.
- The Public Works Work Group held a second meeting on June 10th.
- The 2016 Budget Process begins this week
- Staff attended the Brown County Administrators Meeting June 25th; a variety of collaboration ideas are being discussed. Will keep the Board updated as they progress.
- Park & Recreation Committee will meet on July 21st to continue with the Parks & Open Space Plan.
- Beautification Committee met on June 23rd at Ledgeview Park to get ideas for potential projects. Continued work on banners and entrance signage.
- 2nd quarter utility bills are due July 11th.
- Summer newsletter is scheduled to be mailed the week of July 13th.
- There will be a closed session on the next agenda regarding the Knaus property.
- Memo from Brown County Port & Solid Waste regarding a change in the charge for recyclables brought to the Transfer Station to take place mid-year. This was an unexpected change.
- Staff attended the STH 32/57/CTH X pre-construction meeting. The joint project will begin July 13th.
- Public Works is collaborating with Bellevue on shared services; an agreement will be forthcoming.
- Staff is monitoring the Fair Labor Standards Act Regulation changes for impacts on salaried employees.

- Staff attended the WI City-County Managers Association Conference which offered great educational opportunities.
- Staff attended the monthly Advance-Municipal Issues Committee Meeting.
- Correspondence regarding the Gerbers matter was received.
- Beautification Committee asked if the Board was interested in following up with the study to rename CTH-GV to promote a distinction between Green Bay and Ledgeview.
- Sex offender release bulletin was received.
- Letter to Representative Ribble in support of the Southern Bridge Project was received.
- The new Public Works truck is ready to be picked up. The board agreed to take the trade-in value vs. selling the current truck outright.

Engineer:

- STH 32/CTH X Roundabout – work is scheduled to begin July 13th.
- Oak Ridge Circle – Contractor has completed Ledgeview Road to base course. Will begin storm sewer July 13th on Oak Ridge Circle.
- Jossart Road Extension – Curb and gutter is poured. Backfilling curb and spreading topsoil. Paving will be done with the rest of Ledgeview paving in late July or early August.
- Curb and Gutter Policy – Per the June 16th Meeting, a policy for curb and gutter on existing streets when new development occurs was to be drafted. The policy being on the next agenda for discussion/action.

Board Comments: None.

APPROVAL OF THE VOUCHERS:

MOTION by Danen/Van Rossum to approve the vouchers accepting the \$34,000 check for the trade-in value of the new DPW truck and voiding the \$48,000 check. 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 6:50 p.m.

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