

The Ledgeview Town Board held a meeting on **Tuesday, August 18, 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 Danen, and Supervisors Renee Van Rossum, Andy Schlag, and Cullen Peltier. Supervisor Ken Geurts was excused.

Staff present were Clerk/Administrator Sarah Burdette and Treasurer Luann Pansier.

D. AGENDA APPROVAL

There was discussion to group Consent Agenda Item 7b pay Request #1 for Jossart/WEL Access Road together under New Business Item 3 the Developer's Agreement Amendment for the Jossart/WEL Access Road since both items are relate to the same project. **MOTION** by Danen/Schlag to approve the agenda with the coupling of Consent Agenda Item 7b with New Business Item 3. No further discussion. Motion carried in a voice vote, 4-0.

CONSENT AGENDA

1. Regular Board meeting minutes:
 - a. None.
2. Routine Reports:
 - a. None.
3. Committee/Commission Reports:
 - a. None.
4. Operator's Licenses:
 - a. July 21, 2015 thru August 14, 2015.
5. Other Committee minutes. Accept and place on file.
 - a. June 3, 2015 Park & Recreation Committee Meeting Minutes.
 - b. July 1, 2015 Sanitary District Meeting Minutes.
 - c. July 15, 2015 Zoning & Planning Commission Meeting Minutes.
 - d. July 21, 2015 Park & Recreation Committee Meeting Minutes.
 - e. August 5, 2015 Sanitary District Meeting Minutes.
6. Public Amusements & Shows Application
 - a. 21 Gun Roadhouse, 4344 Lime Kiln Road, Truck & Tractor Pull, August 29, 2015, from 4 p.m. – 10 p.m. They will be licensed to serve only fermented malt beverages at this event.
 - b. Dollar Hill Equestrian Center, 2690 Dollar Road, to host a Rodeo and Band on Sunday, September 6, 2015 from 2:00 p.m. to 9:00 p.m. The Liquor License will be amended to cover the event.
 - c. Patricia Ciske & Steven Payant to host a wedding at Ledgeview Golf Course, September 26, 2015 from 3:00 p.m. to midnight. The Liquor License will be amended to cover the event.
7. Pay Requests
 - a. Pay Request #10 Final for \$8356.57 for contract C-2013 Reserve at Meadow Ridge to Dorner Inc.
 - b. Pay Request #1 for Contract B-2014, Jossart/WEL Access Road for \$95,575.89 to Jossart Brothers Inc.

- c. Pay Request #2 for Contract A-2015 – Ledgeview Rd/Oak Ridge Circle to Gersek for \$40,698.47.

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 Peltier/Danen to open discussion regarding Consent Agenda Item 6b, Public Amusement & Shows Application for Dollar Hill Equestrian Center. No further discussion. Motion carried in a voice vote, 4-0.

The board requested Ms. Brandini to appear on behalf of Dollar Hill Equestrian Center because there were a few neighborhood concerns regarding the last rodeo.

Paul Trousil, 2695 Dollar Road, spoke regarding his concerns with the Rodeo, which are as follows:

- Extremely loud music
- Garbage and litter strewn about the neighborhood
- High speed of existing vehicles and drunk drivers at the end of the event.

The intent of the board was to bring these two parties together to see if they could work out a solution that both parties could work live with. Both parties expressed their willingness to work together and address the concerns raised. If there are further concerns brought to the board’s attention, the probability of the board approving future permits is unlikely. Both parties understood.

During the discussion, Ms. Brandini made the board aware that the September 6th date on the application has been changed to September 7th, Labor Day. There was discussion regarding the ending time of 9:00 p.m., but most of the board, along with the Trousil, felt as long as there was a guarantee that the event would be end promptly at 9:00 p.m., it would not be a problem.

MOTION by Danen/Peltier to close the meeting to public discussion. No further discussion. Motion carried in a voice vote, 4-0.

MOTION by Peltier/Van Rossum to amend the Public Amusements & Shows Permit Application for the Dollar Hill Equestrian Center to September 7th vs. September 6th and to approve the remainder of the consent agenda with the exception of Item 7b as I was moved to New Business Item 3. No further discussion. Motion carried in a voice vote, 4-0.

PUBLIC COMMENT: None.

COMMUNICATIONS:

1. **Request from Belle Isle Meadows, LLC, to revise their Developer’s Agreement with the Town of Ledgeview.**

Staff explained the letter is a request from Belle Isle Meadows, LLC, to amend the Developer’s Agreement from a five year bond to a two year bond. This will save the developer on interest, and will allow the town to use the money on other projects. The request comes as a result of how quickly the lots are selling in the subdivision. When the plat was approved, it wasn’t anticipated the lots would sell at a slower rate than they current are. The board advised that they would entertain an amendment to the Developer’s Agreement on a future agenda.

ZONING & PLANNING COMMISSION ITEMS:

1. **The recommendation from Zoning & Planning Commission regarding the request from Todd Thomas of Creative Sign, agent for David Bailey of Redbird BP, owner, for a sign change at Redbird BP located at 1850 Dickinson Road, parcel number D-427-114.**

Staff explained the request is to replace the changeable and “Invigorate” areas of the current sign with electronic changeable copy. With the replacing of the sign, this was an appropriate time to bring the current non-conforming sign up to code. Therefore the commission unanimously approved the sign request with the following conditions:

1. Removal of the changeable copy and Invigorate signs.
2. Provide a landscape plan showing landscape area dimensions and plantings in a raised bed in accordance with Section 79-11(A) prior to issuance of a building permit.
3. Compliance with Sec. 79-16(A)(2):
 - Video display is prohibited.
 - Minimum two seconds of blank screen between images is required.
 - Installation of an automatic dimmer to reduce evening brightness levels.
 - Certification that the light intensity has been factory preset not to exceed required levels.
 - EMC must be stationary between the hours of 11:00 p.m. and 6:00 a.m.
4. Provide hours of operation and proposed hours of illumination.
5. Provide information on intensity of illumination of the signs.

MOTION by Van Rossum/Schlag to approve the sign request for Redbird BP with the recommended Zoning & Planning conditions. No further discussion. Motion carried in a voice vote, 4-0.

NEW BUSINESS:

1. **Discussion with Mike Denor of Fair Market Assessments regarding the 2016 Town Assessment Revaluation.**

Mr. Denor addressed the board on the procedures and timeline of the upcoming 2016 Towns Assessment Revaluation. The process will begin this fall in the area of town that is south of Dickinson Road (CTH G), west of Monroe Road (CTH GV), to the Fox River. Property owners in this area will be receiving a letter requesting they make an appointment with Fair Market Assessments to collect revaluation data on both the interior and exterior of their property. The board reviewed a sample of this letter. Once the data is collected throughout the entire town, which will be through calendar year 2016, then the revaluation notices will be mailed to the owners. Once this is complete, the 2017 Open Book process will be extended for about a month to allow owners time to review the assessment roll. Then the Board of Review process will begin, which depending on the number of objections received, may be prolonged as well. To complete the process, the revised assessments will then be on the 2017 tax roll. Mr. Denor stressed the importance of getting this information to the residents to assure their cooperation in the process. The letters will be mailed soon to the residents in the described area, will stop over the winter months, and then pick up again in the spring. There’s no assessment activity during the winter months because accurate data can’t be collected. This item was for informational purposes only, no action was taken.

2. **The Annual Brown County Municipal Recycling Program Agreement.**

Staff explained this is an annual agreement between Brown County Port & Solid Waste and the contributing Brown County municipalities to promote recycling services such as education, collection and program planning. This agreement also assures the town will be eligible for the 2016 Wisconsin Recycling Consolidation Grant. No monetary amounts are reflected in the agreement because the commodities are sold at market value which fluctuates. MOTION by Schlag/Van Rossum to approve the Annual Brown County Municipal Recycling Program Agreement. No further discussion. Motion carried in a voice vote, 4-0.

3. Amendment #2 of the Developer's Agreement between Town of Ledgeview and Walters Excavating, LLC, and WEL Real Estate, LLP, for the Jossart/WEL Access Road.

Staff explained when the Developer's Agreement was negotiated, a line of credit was to be included. This is that line of credit from Baylake Bank.

As motioned earlier in the agenda, this item was to include discussion on Consent Agenda Item 7b, Pay Request #1 for this project. Staff explained that this project is cyclical in nature; Jossart will bill the town, the town will pay them, and inversely the town will bill Jossart and Jossart will pay the town. This is the first pay request and staff is recommending approval.

MOTION by Schlag/Danen to approve Amendment #2 of the Developer's Agreement and Pay Request #1. No further discussion. Motion carried in a voice vote, 4-0.

4. Discussion on draft Developer's Agreement between Town of Ledgeview and Seville Properties, LLC, for The Crossing at Dollar Creek.

Staff explained this is a draft of the Developer's Agreement with Seville Properties, LLC, for The Crossing at Dollar Creek. The agreement is similar to others used by the town in the past. The developer received a draft copy as well, however, has not given any feedback as of this meeting. The draft also includes town financing, however, the developer's intentions are unknown at this time. This item is for informational purposes only at this time; a more refined agreement will be a future agenda item.

5. The recommendation to amend the Ledgeview Fire Department Standard Operating Guidelines (SOG's).

Staff explained that when the SOG's and By-Laws were written, they were done so in a generic fashion, and were more or less a collaboration from other departments. The Fire Department has been working on tailoring them specific to Ledgeview. Although there is progress made in these efforts, a final version is not ready to be approved at this time, therefore, staff is recommending this item and item 6, the By-Laws, Rules and Regulations, be tabled at this time.

Also related to the same topic, staff explained that the town's attorney is recommending a language change in the code to clarify the status of the Fire Department as voluntary to be compliant with recent employment legislation.

MOTION by Danen/Peltier to table this items 5, 6 and 7. No further discussion. Motion carried in a voice vote, 4-0.

6. The recommendation to amend the Ledgeview Fire Department By-Laws, Rules and Regulations.

See Item 5 above.

7. The recommendation on amendment to Section 48-20 of Town of Ledgeview Code, relative to clarification on the establishment of the Fire Department.

See item 5 above.

REPORTS:

Clerk/Administrator:

- Brown County Central Water Authority will hold their monthly meeting next week, they're working on creating a 7-year Strategic Plan.
- Tax Incremental District #1 documentation is still under review by the Department of Revenue.
- The weekly construction report on CTH GV was received by the board.

- The 2016 Budget process has begun. The Personnel & Finance Committee will meet on September 9th to review employee wages among other items.
- The Brown County Administrators Meeting was held in July with Rep. David Steffen speaking about the proposed bill to distribute the excess sales tax revenue collected by the Stadium District to Brown County and Brown County municipalities. Rep. Steffens asked for support of this legislation this fall.
- Park & Recreation Committee is nearing the completion of the draft 2015 Comprehensive Outdoor Recreation Plan. It's anticipated the document will be finalized in September, with the adoption process to begin shortly thereafter.
- The Beautification Sub-Committee met July 28th with continued discussion on monument signs, banners, holiday decorations, and the Little Library. A tour of Fireman's park was also taken.
- The Code Enforcement Officer is working with the Sheriff's Department on the Scray Hill Road data that was collected. Look for future updates when this report is available.
- The WI City and County Management Association District Meeting was attended. The guest speaker was the Executive Director of the WI League of Municipalities. Information of the state budget relative to municipal government was presented as well as information on other lobbying efforts being done at the state level.
- Annual employee reviews began this week, along with related preparation and follow-up.
- Staff attended the UWGB Government Affairs Department training at the end of July. Topics such as Legal/Fair Labor Standards, Economic Development, Business Retention and Site Selection, and the Power of Leadership were included in that training.

Engineer:

- The CTH G (Dickinson Road) Sidewalk project is expected to start by the end of the month.
- Curb and Gutter is to be installed this week on Ledgeview Rd/Oak Ridge Rd Project.
- Bower Creek and Winding Waters Project – work has been completed on both streets.
- Jossart/WEL Access Road – Jossart is requesting asphalt pavement be held off until next year because they will not be building this year due to DNR permitting issues. Staff is ok with this providing the roadway is barricaded. The town will not be responsible to plow the roadway this winter. Should DNR permitting be obtained, construction will start before winter. Installing the binder layer will be considered at that time. The Board concurred with staff.

Public Works:

- Public Works Report was received.

Treasurer:

- July Cash Report was received.

Fire Department:

- Gave a status update on Captain Pansier.
- There is an upcoming meeting with Bellevue and De Pere Fire Chiefs.
- Staff attended the Brown County Chiefs Meeting this month. The chiefs are asking for all Brown County Fire Departments to work together in responding to calls.

Board Comments:

- Peltier received some input from residents regarding the installation of a crossing pathway on Monroe Road (CTH GV) near the intersection of Berkley and Kaftan. This would not have a bearing on the

current GV-10 construction, rather a simple pathway with some type of safety precaution, perhaps a crosswalk with flashing lights, or something similar. It's felt that many pedestrians would cross at this location to get to Ledgeview Park if there was some type of safety mechanism made available. Board recommendations staff look into possible options for a pedestrian crossing at this location.

APPROVAL OF THE VOUCHERS:

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

ADJOURNMENT:

MOTION by Danen/Schlag to adjourn. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 5:47 p.m.

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