

The Ledgeview Town Board held a meeting on **Tuesday, September 22, 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 4:32 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, Engineer Scott Brosteau, Treasurer Luann Pansier, and Deputy Clerk Charlotte Nelson.

**D. AGENDA APPROVAL**

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

**CONSENT AGENDA**

1. Regular Board meeting minutes:
  - a. July 21, 2015 Meeting Minutes.
  - b. September 8, 2015 Meeting Minutes.
2. Routine Reports:
  - a. None.
3. Committee/Commission Reports: None.
4. Operator's Licenses: None.
5. Other Committee minutes. Accept and place on file.
  - a. August 11, 2015 Park & Recreation Committee Meeting.
  - b. September 2, 2015 Sanitary District Meeting.
6. Pay Request
  - a. Pay Request #3 for Ledgeview/Oak Ridge reconstruction, Contract A-2015, to Ed Gersek Inc for \$86,844.39

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, 4-0.

**PUBLIC COMMENT:** None.

**PUBLIC HEARING:**

1. **Application from Grand Central Station Ledgeview, LLC, Daniel J. Pamperin, Agent, for a Class "A" Cider Only License doing business as GCS Ledgeview Shell, 3691 Monroe Road, De Pere, WI, 54115.**

Approved at the October 5, 2015 Town Board Meeting.

Staff explained there was a recent change to state law required those establishments with Class "A" Beer Licenses who wish to sell cider apply for a "Class A" (cider only) license. This license does not count against the quota for "Class A" Liquor Licenses as its purpose is for the sale of cider only. Cider is defined as any alcohol beverage made from the fermentation of the juice of apples or pears and that contains not less than 0.5% alcohol by volume and not more than 7% alcohol by volume. The license allows for the sale of cider for consumption off the premises. The Cider Only license does not affect those establishments who currently have a "Class A" Liquor License.

The public hearing was opened by Chairman Danen at 4:34 p.m. After three calls for comment, none were heard. The public hearing was closed by Chairman Danen at 4:36 p.m.

MOTION by Schlag/Peltier to approve the Class "A" Cider Only License for Grand Central Station Ledgeview Shell. No further discussion. Motion carried in a voice vote, 4-0.

#### **PRESENTATION:**

**1. NEWEYE Program Presentation by Brian Lueth, Special Assistant to the Brown County Executive Office.**

Mr. Lueth presented the NEWEYE Program to the Town Board. The program consists of taking the existing Public, Education, and Government television and maximizes the potential by combining resources of Brown County Communities. This program will collaboratively provide Brown County with its own cable C-Span channel, televising all municipalities' news items. The program will also be able to assist municipalities with writing and videography of commercial to market individual municipalities for potential business economic growth. The program will be mostly funded through the combined cable franchise fees of all Brown County municipalities. Currently Mr. Lueth is presenting the program to each municipality in Brown County to see if there is an interest in the program. Mr. Lueth will report back to the board in the next month or so with a determination as to whether or not the program will move forward. No action taken.

#### **ZONING AND PLANNING COMMISSION ITEMS:**

**1. Recommendation from the Zoning & Planning Commission on the request from Mark Schleitwiler of Bel Gioioso Cheese Inc. for a wall sign located at 4200 Main St., parcel D-328.**

Staff explained that the sign is a replacement of the sign located on the wall before an addition was built and will use the same lettering and dimensions. The sign is non-illuminating and area and height code requirements are met. ZPC unanimously recommends approval of the sign as submitted. MOTION by Danen/Schlag to approve the request from Mark Schleitwiler of Bel Gioioso Cheese Inc. for a wall sign located at 4200 Main St., parcel D-328. No further discussion. Motion carried in a voice vote, 4-0.

**COMMUNICATIONS:** None.

#### **OLD BUSINESS:**

**1. Discuss Brown County Sheriff's Report regarding traffic on Scray Hill Road.**

Supervisor Peltier explained the results of the Sheriff's Department Traffic Study of Scray Hill Road. The study was done at the Scray Hill Road/Carsty Circle location where the speed limit is 30 mph. There were 9,860 vehicles, consisting of both two axle vehicles (autos, pick-up trucks, motorcycles, etc.) and three or more axle non-articulated vehicles (dump trucks, garbage trucks, etc.), during the time of the study. The results were that more two axle vehicles (autos, pick-up trucks, motorcycles, etc.) were of speeds over 45 mph than three axle non-articulated vehicles (dump trucks, garbage trucks, etc.). Speeds over 40 mph were consistently spread out over the time period between 6:00 a.m. and 8:00 p.m., including weekends. Conditions to consider were: Inflation of traffic numbers due to CT HGV construction and surrounding road closures, three axle vehicles are not exclusively dump trucks, the possibility and the possibility of a summer study. Enforcement will continue on Scray Hill Road and surrounding roadways. No action taken.

2. **Discuss pedestrian connection options at CTH GV (Monroe Rd) and Berkley/Kaftan Roads.**  
Staff explained the costs would be significant to install a sidewalk in at CTH GV and Berkley/Kaftan Roads. Safe Routes To School (SRTS) is a two year grant program that opens in October. There are certain items the grant requires such as letters from the school, documentation of school programs, and such. Assembling the grant materials will take some time. Discussion ensued regarding explained the sidewalk from not just crossing CTH GV to include Creamery Road, Ledgeview Road, and Winding Waters to the park. That way there connectivity from Berkley to the schools. Staff was authorized to prepare a SRTS Grant application for the discussed route for a future agenda item. No action taken.
3. **The recommendation to amend the Ledgeview Fire Department Standard Operating Guidelines (SOG's).**  
Chairman Danen explained that there were quite a bit of information that needed to be sorted through in order to make a reasonable decision on whether or not to accept the amendments. With that said, staff was instructed to provide an overview of the amendments and advise the board of any potential issues. MOTION by Danen/Schlag to table both the SOG's and the By-Laws. No further discussion. Motion carried in a voice vote, 4-0.
4. **The recommendation to amend the Ledgeview Fire Department By-Laws, Rules and Regulations.**  
See Item 3 above.
5. **The recommendation on amendment to Section 48-20 of Town of Ledgeview Code, relative to clarification on the establishment of the Fire Department.**  
It was explained that the recommendation to clarify the establishment of the Fire Department as a volunteer department was coming from the Town's attorney and is a result of the Affordable Care Act. This amendment is simply making it clear that the Fire Department is a Volunteer Fire Department. MOTION by Danen/Peltier to approve the amendment as suggested. No further discussion. Motion carried in a voice vote, 4-0.

**NEW BUSINESS:**

1. **Public Amusement and Shows Permit for Littlemore Twigs, 3706 Creamery Road, for a Booyah Sale with Live Outdoor Music to be held Saturday, October 10, 2015, from 3-9 p.m.**  
Staff advised that Littlemore Twigs is asking for either an exemption or exception to the Public Amusement and Shows Permit in order to host live music outdoors consisting of a single person playing an acoustic guitar with a mic and one amp. Currently the town has a Public Amusement and Shows Permit Policy, but not an ordinance with some leverage of compliance. Littlemore Twigs also has to amend their liquor license to allow for consumption of beer on the rear outdoor patio. The board advised to amend the liquor license at the October 5<sup>th</sup> meeting, and to take up the exemption request at that time. No action taken.
2. **Award contract D-2015 for CTH GV landscaping to Willems Landscape for \$24,640.**  
Staff advised this contract would be for landscaping long the GV (Monroe Road) corridor. MOTION by Peltier/Van Rossum to approve contract D-2015 for CTH GV landscaping to Willems Landscape for \$24,640. No further discussion. Motion carried in a voice vote, 4-0.
3. **Recommendation to award bid to Asphalt Seal & Repair in the amount of \$58,650 for 2015 annual crack seal projects.**  
Staff explained this bid results to the board and recommends awarding the contract to Asphalt Seal & Repair the contract in the amount of \$58,650 for the 2015 annual crack seal projects. MOTION by Van Rossum/Schlag to approve the awarding of the contract to Asphalt Seal & Repair. No further discussion. Motion carried in a voice vote, 4-0.

**4. Recommendation from Park & Recreation Committee to affirm the proposal by the Beautification Sub-Committee for the purchase of Ledgeview banners.**

Staff explained that the Town Board had previously given approval to the Beautification Sub-Committee to order decorative street banners, however, the committee didn't have banner design finalized. The board was given examples of the final design. MOTION by Schlag/Van Rossum to approve the purchase the decorative street banners. No further discussion. Motion carried in a voice vote, 4-0.

**5. Discussion on town road maintenance and future road repairs, reconstruction, and urbanization.**

Staff started discussions with the Board regarding the status of roads for future road repairs, reconstruction, and urbanization. This discussion was held because of the direct tie into the budget process and what capital improvement needs to be budgeted for the next five years. This was discussion only, no action taken.

**ORDINANCES:**

**1. First Reading**

**a. 2015-010 Amending Chapter 2, Article III, Section 16 Park, Recreation and Forestry Committee.**

The Park, Recreation & Forestry Committee, back in May when committee appointments were being made, asked staff if the committee could be expanded to seven members. A sixth member was appointed to the committee at that time, however, the ordinance was not amended. This amendment will accomplish the committee request to expand the membership to seven. No action taken.

**b. 2015-011 Amending Chapter 71, Section 4, Establishing Special Event Regulations and Permit.**

The Town has a policy for issuing Public Amusement and Shows (Special Event) Permits, however, there isn't any substance compelling compliance with the policy. An ordinance would make it a requirement to have a permit for special events. The board would like to see examples of other neighboring municipalities' special event permits. No action taken.

**REPORTS:**

**Clerk/Administrator:**

- Staff is working on the 2016 Budget with focus on the Capital Improvement Plan.
- Park & Recreation Committee is nearing the completion of the draft 2015-Comprehensive Plan. They also worked on projects to be included in the Capital Improvement Plan for next year.
- Beautification Sub-Committee is putting together their recommendations for their 2016 budget considerations as well as taking a tour of Scray Hill Park for future projects.
- Central Brown County Water will be addressing their 2016 budget at their next meeting. A final copy will be given to the Board and Sanitary District.
- It's estimated that the draft of the public works study will be received in the near future.
- The annual review of the Town' commercial insurance policies is on-going. It's annual renewal is October 1<sup>st</sup>.
- A letter has been sent by both attorneys to the Administrative Law Judge regarding a settlement with Mr. Gerbers.
- Final draft of the Ledgeview Comprehensive Plan is in your packets for this meeting. A public hearing for adoption is scheduled for November 2<sup>nd</sup>.

**Engineer:**

- The sidewalk project on CTH G is moving forward and should be completed in about two weeks.
- Oakridge Road & Ledgeview Road construction is progressing.
- The County is paving the round about on CTH GV and cross traffic is opened by Berkley & Kaftan.

- Bid opening for work of The Crossing at Dollar Creek is October 1<sup>st</sup>.

**Treasurer**

- The Cash Flow Report was received.
- Sanitary District Budget Hearing is scheduled for October 21<sup>st</sup>
- Working on financing for The Crossing at Dollar Creek, getting rates and types of loans.

**Fire Department:**

- Fire Tender bids are due October 1<sup>st</sup>.
- Joint training with the Town of Morrison on November 14<sup>th</sup>. We're scheduled to burn a house on CTH X down.
- Blood Drive has been scheduled in honor of Fire Captain & President Jason Pansier for November 27<sup>th</sup>.
- Fire Chief has been in contact with area Fire Department regarding setting up a fire district. It's in the talking stages at this time.

**Code Enforcement:**

- Received correspondence from Mr. Knaus.

**Board Comments:** None.

**APPROVAL OF THE VOUCHERS:**

**MOTION** by Schlag/Van Rossum 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 6:19 p.m.

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