

The Ledgeview Town Board held a meeting on **Tuesday, November 17, 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, 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 Van Rossum/Geurts to approve the agenda. No further discussion. Motion carried in a voice vote, 5-0.

CONSENT AGENDA

1. Regular Board meeting minutes:
 - a. November 2, 2015 Meeting Minutes.
2. Routine Reports:
 - a. None.
3. Committee/Commission Reports: None.
4. Operator's Licenses:
 - a. November 2, 2015 thru November 13, 2015.
5. Other Committee minutes. Accept and place on file:
 - a. September 16, 2015 Zoning & Planning Commission Minutes
6. Pay Request:
 - a. Pay request #1 for Crossing at Dollar Creek Subdivision, Contract D-2015, to Jossart Brothers for \$101,162.75
 - b. Pay Request #4 for Ledgeview Road and Oak Ridge Circle, Contract A-2015, to Gersek Inc. for \$97,024.03

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: None.

PUBLIC INFORMATIONAL MEETING:

1. On the update of the Town's Storm Water Management Plan.

The Town Engineer gave a presentation on the Federal Clean Water Act. Included in this act is a grant called the UNPS Planning Grant which is the reason for updating the Town's Storm Water Management Plan. One of the grant requirements is to hold two Public Informational Meetings. The next meeting will be held in conjunction with the December 22, 2015 Town Board Meeting.

Approved at the December 7, 2015 Town Board Meeting.

ZONING AND PLANNING COMMISSION ITEMS: None.

COMMUNICATIONS: None.

OLD BUSINESS: None.

NEW BUSINESS:

1. Amendment #1 to The Crossing at Dollar Creek Developer's Agreement.

Staff explained the amendment is to clarify that the Town is levying special assessments against each lot and updating the amount due per the bid results. MOTION by Schlag/Geurts to approve Amendment #1 to The Crossing at Dollar Creek Developer's Agreement. No further discussion. Motion carried in a voice vote, 5-0.

2. Resolution Authorizing the Issuance and Sale of \$1,305,000 General Obligation Promissory Notes, Series 2015B regarding The Crossing at Dollar Creek development project.

The Town's Bonding Agent, Jeff Belongia, was in attendance to answer any questions. It was explained that the amount of the bond actually ended up at 1,300,000 even instead of the \$1,305,000 that was initially proposed. MOTION by Danen/Geurts to amend the bond amount to \$1,300,000, and with that change to approve the resolution. No further discussion. Motion carried in a voice vote, 5-0.

3. Final Resolution Authorizing Improvements and Levying of Special Assessments Against Benefited Property Along CTH GV for Installation of Curb and Gutter, Trail/Sidewalk and Storm Sewer Beginning Approximately 400 Feet South of the Intersection of CTH G and CTH GV and Ending at the Intersection with CTH X and Along Oak Ridge Circle and Ledgeview Road from the Intersection of Parker Way to Creamery Road, in the Town of Ledgeview, Brown County, WI.

Staff explained this is the final step in assessment process, a final resolution is complete once the final costs are known. The interest rate is 2.5% with payment in full by December 31, 2015 or annual installments over ten years with the first being placed on the 2016 property taxes. Since the assessment will be on the 2016 tax bill, property owners will be given the opportunity to pay the assessment in full, without interest, if paid before January 1, 2016. MOTION by Schlag/Van Rossum to approve the final resolution and policies for the special assessments. No further discussion. Motion carried in a voice vote, 5-0.

OLD BUSINESS:

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

Staff explained the Fire Department recommended the changes to the Standard Operating Guidelines. The recommendations were reviewed by staff and the Fire Chief, who are pleased with the results. Discussion ensued regarding the changes, however, produced no further edits. MOTION by Schlag/Peltier to accept the changes of the Standard Operating Guidelines. No further discussion. Motion carried in a voice vote, 5-0.

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

Staff explained the Fire Department recommended the changes to the By-Laws, Rules and Regulations. The recommendations were reviewed by staff and the Fire Chief, who are pleased with the results. Discussion ensued regarding the changes, however, produced no further edits. MOTION by Schlag/Peltier to accept the changes of the By-Laws, Rules and Regulations. No further discussion. Motion carried in a voice vote, 5-0.

ORDINANCES:

1. First Reading

a. 2015-014 Amending Chapter 79 Signs, Section 13, Signs Allowed by Permit.

Staff explained the Zoning & Planning Commission recommends approval of a code amendment regarding Chapter 79, Signs, regulations for wall and free standing signs along I-43. A new section of code would be added specifically for signs located in B-1, B-2, LI or HI zoning with road frontage facing I-43. The new code also addresses requirements for wall and free standing signs including size, location, base, tenant name and approval process, as well as prohibited signs and illumination requirements. This is the first reading. Proceed to the second reading. No action taken.

2. Third & Final Reading

a. 2015-012 Amending Chapter 19, section 18, Outdoor Wood-Fired Furnaces.

Recommended by Zoning & Planning Commission, the current code regulations regarding furnace placement and chimney height is impractical and/or inappropriate. The amendment includes a decrease in furnace proximity to a building from 500 to 300 feet, striking of code requiring chimneys to be as high as the nearest residence, and adding a requirement to obtain a building permit. The Commission discussed the possible smoke nuisance but the Town has not received any complaints about furnace use. Staff explained there is subsequent concern regarding the some of the ordinance language, and requests the ordinance continue on the three readings process, but be referred back to the Commission for further clarification with the "agricultural zoning" language, as well as a possible fee to cover inspection costs. The Board concurred. The first and second readings produced no changes. Staff explained that Zoning & Planning did add clarification language to which types of zoning this ordinance will apply to, added fee language, and allowed language for a designee. With the recommended changes, **MOTION** by Peltier/Van Rossum to approve ordinance 2015-012 Outdoor Wood-Fired Furnaces. No further discussion. Motion carried in a voice vote, 5-0.

REPORTS:

Clerk/Administrator:

- The Comprehensive Plan is being finalized and distributed to the appropriate entities. All materials will be made accessible on the Town website.
- The Park & Recreation Committee will be finalizing the Park & Recreation Plan in the near future.
- The Governor recently signed four Wisconsin Towns Association Bills into law.
- Staff attended a meeting with the new Director of Planning for the City of De Pere.
- Staff attended a meeting with the UW-Extension Office Community, Natural Resource and Economic Development Educator.
- Staff participated in a Standard & Poor's rating call as part of the bond process for Reserve at Dollar Creek Financing.
- Viewed a webinar on Best Practices for Managing Social Media in municipal government.
- Viewed a webinar that FEMA hosted regarding Assistance to Firefighter Grant applications.
- Status update was given on pending citations.
- All staff participated in COMM 32 training last week.
- Tax bill calculations will begin once the 2016 budget is adopted.
- The Beautification Committee will meet on November 24th at 5:30 p.m. They will continue working on monument signage, how to demarcate tow public property that is adjacent to residential areas, and how to engage residents in to more opportunities in the Town.
- The board was given a summary of the 2015 Ledgeview Fire Calls and EMS Calls.
- Staff is working with the Fire Department on a new pay structure; look for future updates, nothing concrete at this time.
- Staff is working with the insurance company on the accident involving the Creamery Road Bridge; may qualify for County Bridge Funds.

Deputy Clerk:

- The last printed version of the newsletter will hit mailboxes late this week or early next week.
- Working with Fast Signs to get a vinyl of the logo and the ledge for the meeting room.
- Spring election notice was published on November 8th. Incumbent supervisors should have received their Ballot Access Packet in the mail, also on the website as well. First day to circulate nomination papers is December 1st. All ballot access paperwork is due on or before 5:00 p.m. January 5th. If you decide not to run for office, the Non-Candidacy Form is due by 5:00 p.m. on December 28th. If you have any questions, please contact me.
- Public Hearing for a re-zone request from Daniel Smet on a D-74, located on Swan Road, is scheduled for December 7th Town Board Meeting.

Engineer:

- CTH GV is now open. Some landscaping maybe delayed for the winter.
- The Crossing at Dollar Creek blasting started.

Treasurer:

- Shared revenues should be received by the end of the year.

Board Comments:

Discussion was had on a proposed mixed use development in Bellevue near Monroe Road and Bower Creek Road. The proposed mixed use if condos, golf course and shooting range. At this point, the proposal is in the preliminary stage. Staff will keep tags on the development.

Danen gave a status update on the Gerbers case.

APPROVAL OF THE VOUCHERS:

MOTION by Van Rossum/Schlag to approve the vouchers. 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 5:41 p.m.

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