

The Ledgeview Town Board held a meeting on **Tuesday, May 17, 2016, 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 PM.

**B. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by all in attendance.

**C. ROLL CALL**

Members present were Chairman Phillip J. Danen, and Supervisors Renee Van Rossum, Ken Geurts, and Cullen Peltier. Supervisor Andy Schlag arrived at 4:35 PM.

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

**D. AGENDA APPROVAL**

Danen explained that item 3a on the consent agenda be removed, the item is not ready for approval. Also to be removed from the agenda is the closed session, that item too is not ready for action. With those changes, **MOTION** by Danen/Peltier to approve the agenda. No further discussion. Motion carried in a voice vote, 4-0.

**CONSENT AGENDA**

1. Regular Board Meeting Minutes:
  - a. May 2, 2016 Meeting Minutes.
2. Routine Reports: None.
3. Committee/Commission Reports:
  - a. May 12, 2016 Park & Recreation Committee Meeting.
    1. Approve Monument Sign Project.
4. Operator's Licenses:
  - a. May 2, 2016 through May 13, 2016.
5. Other Committee minutes. Accept and place on file:
  - a. May 4, 2016 Sanitary District Meeting Minutes.
  - b. April 13, 2016 Zoning & Planning Meeting Minutes.
6. Pay Requests: None.
7. Special Event Permit:
  - a. Cellcom/Green Bay Marathon, Sunday, May 22, 2016 Starting at 7:30 a.m.
  - b. Dollar Hill Equestrian Center, 2690 Dollar Road, to host a Rodeo and Band on Saturday, June 11, 2016 from 2:00 p.m. to 9:00 p.m. The Liquor License will be amended to cover the event.

There was a lengthy discussion regarding the Dollar Hill Equestrian Center's Special Event Permit. There have been past issues with the neighbors regarding the band and rodeo events, and the board wanted to assure that these issues are resolved. Staff advised that the neighbors were made aware of the application through a letter sent by the Town Office advising them to contact the office with any concerns they had. No comments have been received. **MOTION** by Danen/Peltier to approve the Dollar Hill Equestrian Center Special Event Permit with three conditions:

- The neighbors are made aware of the event;

Approved at the June 6, 2016 Town Board Meeting.

- The board wanted the applicant to be put on notice that if there's problems with the neighbors, future applications may not be approved;
  - Event set-up is substantially complete by noon on June 10<sup>th</sup> for proper inspections.
- No further discussion. Motion carried in a voice vote, 4-0.

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.

On the remainder of the Consent Agenda, MOTION by Danen/Peltier to approve the consent agenda. No further discussion. Motion carried in a voice vote, 5-0.

**PUBLIC COMMENT:** None.

**PUBLIC HEARING:** None.

**ZONING AND PLANNING COMMISSION ITEMS:** None.

Staff gave a brief synopsis of the A-2 Informational Meeting hosted by Town Planner Dustin Wolff. The intent of the meeting was to get feedback from property owners zoned A-2 as to the rewrite of the zoning code. The intent of the rewrite is to make farming on A-2 zoned properties easier to do, and to make subdividing A-2 land more stringent in an effort to eliminate residential clusters from impeding into the farming district. This does not eliminate the ability of A-2 land owners from dividing their land, simply requires additional requirements for the division to occur. Look for this to be on a future agenda. This rewrite of A-2 zoning has nothing to do with exclusive ag zoning which the county has jurisdiction over.

The board should also look for other ordinance revision on upcoming agendas.

**COMMUNICATIONS:** None.

**OLD BUSINESS:**

**1. Review and approve revised landscape plan as a condition of occupancy for Bel Gioioso Cheese addition at 4200 Main St., parcel D-328.**

At the April 4, 2016 meeting, the site plan for 4200 Main Street, Bel Gioioso Cheese, was approved with the condition of a revised landscape plan be board approved prior to the issuance of the occupancy permit. Bel Gioioso revised their landscape plan which Zoning & Planning Commission reviewed and recommends approval. Staff also reviewed the revised plan, and are satisfied. The Board would like to make sure the neighbors are made aware of the revised plan, and requests a courtesy copy be mailed to them. With that said, MOTION by Geurts/Van Rossom to approve the revised landscape plan. No further discussion. Motion carried in a voice vote, 5-0.

**2. Discussion on future town facility needs.**

Discussion continued regarding the needs of future town facilities. The consensus of the Board is to go through the process in steps, which will be mostly staff driven with board feedback. A community survey was suggested during the previous discussion in which staff crafted. The Board would like to review and give feedback on the survey at the next meeting. The Board would also like the staff to review previous plans from 2011 to see what if anything could be used from those plans. The overall goal is to create a clearer picture of what the facility would look like to accommodate the services offered to residents. When this picture is complete, there will be a series of public informational meetings to gain resident feedback with

the goal to have an advisory referendum on the November ballot. Before any money is spent on facilities, a Special Meeting of the Electors will be held, or a separate item on the Annual Meeting Agenda is an option as well. The Board would like a complete picture, one that looks at additional staffing to meet future needs of Public Works, Town Office, and Fire Department. The Board authorized the work to begin on crafting concept drawings, a community survey, and preparation of a referendum question.

There was discussion on elections as well. The issue with elections is inadequate parking at the Municipal Building. Different options to deal with the parking issue were talked about, however, there was no conclusion. Statistically, about half voters vote absentee. Utilizing the Fire Department Apparatus Room does give adequate space for those voting at the polls. The other item that helps with reducing lines at elections is the use of two machines, however, the state doesn't allow for the use of a second machine in all elections.

No action taken on this item.

#### **NEW BUSINESS:**

- 1. Review and approve 2016 Annual Blasting Permit Application for Daanen & Janssen, Scray Hill Quarry.**  
Daanen & Janssen submitted the required application and information for an annual blasting permit. The Board took the opportunity to speak with Mr. Scott Janssen regarding the complaints received by residents on in the Scray Hill Road area. Mr. Janssen was asked to remind the drivers of the speed limit change on Scray Hill Road, and was advise that a speed study would be completed this summer. The speed limit reduction helped reduce the number of complaints, however, safety is paramount, and drivers need to be aware of the conditions on Scray Hill Road. Mr. Janssen advised that he was not aware of any complaints, but would certainly speak to the drivers. MOTION by Danen/Geurts to approve the 2016 Annual Blasting Permit Application for Daanen & Janssen Scray Hill Quarry. No further discussion. Motion carried in a voice vote, 5-0.
- 2. Consider reimbursement request for the relocation of a mailbox at 1708 Hawthorne Heights.**  
Property owner is requesting reimbursement for the expense to move a mailbox out of the road right of way. MOTION by Danen/Peltier to deny. No further discussion. Motion carried in a voice vote, 5-0.
- 3. Confirm Town Chair's appointments to the Personnel & Finance Committee for a two (2) year term, ending May, 2018.**  
Ordinance dictates that the Town Chair makes the committee appointments, subject to Town Board confirmation. Town Chair appoints Robert Voss to a one-year term, expiring May 1, 2018, and recruitment for the vacant position. MOTION by Van Rossom/Peltier to confirm the Chair's appointments. No further discussion. Motion carried in a voice vote, 3-0-2 with Geurts and Danen abstaining.
- 4. Confirm Town Chair's appointments to the Zoning & Planning Commission for a three (3) year term ending June, 2019.**  
Ordinance dictates that the Town Chair makes the commission appointments, subject to Town Board confirmation. Town Chair appoints Taurino Garcia, Chet Lamers, Nedd Niedermeyer, and Renee Van Rossom to the Zoning & Planning Commission for a three-year term expiring June 2, 2018 with recruiting for the vacant alternate positions. MOTION by Peltier/Schlag to confirm the Chair's appointments to the Zoning & Planning Commission. No further discussion. Motion carried in a voice vote, 3-0-2 with Van Rossom and Danen abstaining.
- 5. Confirm Town Chair's appointments to the Park, Recreation and Forestry Committee for a three (3) year term ending May, 2019.**

Ordinance dictates that the Town Chair makes the committee appointments, subject to Town Board confirmation. Town Chair appoints Nicole Van Helden and Rodney Kowalczyk to a three-year term expiring May 1, 2018, and Cullen Peltier to a one-year term expiring May 1, 2017, with recruiting for additional members. MOTION by Schlag/Geurts to confirm the Chair's appointments. No further discussion. Motion carried in a voice vote, 3-0-2 with Peltier and Danen abstaining.

**6. Confirm Town Chair's Appointments to the Length of Service Award Committee for a one (1) year term ending May, 2017.**

Ordinance dictates that the Town Chair makes the committee appointments, subject to Town Board confirmation. Town Chair appoints Dennis Pansier to a one-year term expiring June 1, 2017. No further discussion. MOTION by Peltier/Van Rossom to confirm the Chair's appointment. No further discussion. Motion carried in a voice vote, 3-0-2 with Schlag and Danen abstaining.

**7. Confirm Town Chair's Appointments to the Zoning Board of Appeals for a three (3) year term ending March 27, 2019.**

Ordinance dictates that the Town Chair makes the board appointments, subject to Town Board confirmation. Town Chair appoints Rick Laes, Roger Tenor, Sr., and Andy Schlag to a three-year term expiring March 27, 2019. MOTION by Geurts/Van Rossom to confirm the Chair's appointments. No further discussion. Motion carried in a voice vote, 3-0-2 with Schlag and Danen abstaining.

**ORDINANCES:** None.

**REPORTS:**

**Clerk/Administrator:**

- Interviews were conducted for both the Deputy Treasurer and the Public Works Crew Member continues. The goal to have a recommendation from the Personnel & Finance Committee in June.
- Park & Recreation Committee met May 12<sup>th</sup> and discussed future park needs for Heritage Heights plat, finalizing the tasks and descriptions of four additional sub-committees they would like to establish.
- Beautification Committee met April 26<sup>th</sup>. They finalized the monument sign recommendation for the Park Committee. They also begun to review town owned property for demarcation.
- Personnel & Finance Committee will meet on June 1<sup>st</sup> to discuss recommendations for new hires. They will also be reviewing proposed Public Works job descriptions and wage comparables.
- Redevelopment Authority will be making a recommendation on the GV Corridor Marketing Study.
- Staff was approached by a private magazine company regarding publishing a "Ledgeview Living" magazine. There is no cost to the Town and it is paid for advertising.
- A draft of the Strategic Plan update was received and Allyson Watson will be meeting with staff to review.
- Central Brown County Water Authority made a proposal for Suamico to become a member; watch for an update.
- Staff is working with Brown County Highway Department to have the rubble on the Scray Hill Road property removed.
- Staff is working with the developer on the Glenmore Road Multi-Family Site Plan.

**Deputy Clerk:**

- Public hearing on alcohol licenses and operator's licenses renewals will take place on June 6<sup>th</sup>.

**Engineer:**

- Options for Berkley and CTH GV were given. The Board liked the mid-block crossing. The Board would like to see if Brown County Highway Department was open to the mid-block crossing, and if so look at budgeting options.
- Staff explained Dollar Road/Dollar Lane road construction issues. Presently the Dollar Creek Subdivision, there are three lots that front Dollar Road. Originally the curb and gutter was going to be delayed until the remainder of the Dollar Road was to be done. However, Dollar Road now needs to be fixed creating a situation where something has to be done with these three lots. The recommendation is to reconstruct a portion of Dollar Road and install curb, gutter, and storm sewer so that it could be tied in with the remainder of the road in the future. Property owners would be assessed for the costs.
- Update on the Heritage Heights Subdivision. The final plat is expected to go to Zoning & Planning Commission June 15<sup>th</sup> for review and recommendation.

**Treasurer:**

- April, 2016 Cash Flow Report was received.
- Delinquent property taxes were discussed for one of the liquor license applicants.

**Public Works:** None.

**Fire Department:** None.

**Board Comments:**

- Brown County approved “No Parking” signs along CTH MM near Fonferek Glenn Park. This will push parking onto town roads.

**APPROVAL OF THE VOUCHERS:**

**MOTION** by Van Rossum/Schlag to approve the vouchers. No further discussion. Motion carried in a voice vote, 5-0.

**CLOSED SESSION:**

1. **The Town Board may then convene into closed session pursuant to WI State Statue 19.85(1)(e) to deliberate or negotiate the purchase of public property, investment of public funds, or conducting other specified public business when competitive or bargaining reasons require a closed session, regarding Heritage Heights Subdivision.**
  - a. **The Town Board may reconvene into open session to discuss and act upon matters considered in closed session.**

This item was stricken under Agenda Approval above.

**ADJOURNMENT:**

**MOTION** by Danen/Schlag to adjourn. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 6:04 p.m.

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

Approved at the June 6, 2016 Town Board Meeting.