

The Ledgeview Town Board held a meeting on **Monday, June 6, 2016, 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 Supervisor Schlag at 6:00 PM.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all in attendance.

C. ROLL CALL

Members present were Supervisors Andy Schlag, Renee Van Rossum, and Ken Geurts. Supervisor Cullen Peltier arrived at 6:02 p.m. Chairman Danen was excused.

Staff present were Clerk/Administrator Sarah Burdette, Treasurer Luann Pansier, Engineer Scott Brosteau, Planner Dustin Wolff, 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, 3-0.

CONSENT AGENDA

1. Regular Board Meeting Minutes:
 - a. May 17, 2016 Meeting Minutes.
2. Routine Reports: None.
3. Committee/Commission Reports: None
4. Operator's Licenses:
 - a. May 14, 2016 through June 3, 2016.
5. Other Committee minutes. Accept and place on file:
 - a. September 9, 2015 Personnel & Finance Committee Minutes.
 - b. April 6, 2016 Personnel & Finance Committee Minutes.
 - c. March 9, 2016 Personnel & Finance Committee Minutes.
 - d. April 26, 2016 Beautification Committee Minutes.
 - e. April 27, 2016 Central Brown County Water Authority Minutes.
6. Pay Requests:
 - a. Pay request #2 Final for contract C-2015, Dickinson Road Sidewalk, for Jim Fischer Inc for \$5,804.11
 - b. Pay Request #6 for contract E-2015, Crossing at Dollar Creek, for Jossart Brothers for \$71,872.94
7. Special Event Permit:
 - a. Graystone Ale House, Inc., 3711 Monroe Road, De Pere High School Golf Outing, Friday, June 10, 2016 starting at 11:00 a.m. – 10:00 p.m.
 - b. Terry's Wall Street Pub, 3361 Main Street, 21st Annual Heathens Summer Event, Saturday, June 18, 2016 from 8:00 p.m. – Midnight.
 - c. Dollar Road Equestrian Center, 2690 Dollar Road, Rodeo and Band, Saturday July 23, 2016 from 2:00 p.m. – 9:00 p.m.

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.

The only comment on the consent agenda was on the Special Event Permit for Dollar Hill Equestrian Center for Saturday, July 23rd. The board would like staff to notify the neighbors of the approval of the permit. With that said, MOTION by Peltier/ Van Rossum to approve the consent agenda. No further discussion. Motion carried in a voice vote, 4-0.

PUBLIC COMMENT:

Tom Kraft, 4336 Scray Hill Road – Mr. Kraft thanked the board for getting the speed strips placed for the speed study. However, he would still like to see an engine breaking sign placed. Mr. Kraft has been informed in the past that the town is unable to place a “no engine breaking” sign due to the fact the town does not have an engine breaking ordinance. Mr. Kraft would like the town to establish such an ordinance so the signs can be placed. There was discussion on the differences of engine breaking, Jake breaking and compression breaking. The board instructed staff to research the differences between the three definitions, and to provide sample ordinances from other municipalities for the next board meeting.

Ken Geurts, 1962 Old Valley Court – Mr. Geurts thanked the Fire Department for their help at an accident scene. Mr. Geurts thought they were very professional and were glad they were there.

Keith Garot, Landmark Real Estate & Development – Landmark is one of the developer of the Heritage Heights subdivision on Heritage Road and Cottonwood. The original plan was to develop the subdivision in phases with the start of phase one being approved by the Town Board. The Board had concerns with the timing of the building the remainder of the subdivision due the fact there is only one outlet to the subdivision which is located on Cottonwood. The Board wanted to see a second outlet to the subdivision on Heritage Road before other phases would be allowed to start. Mr. Garot asked the board to reconsider by allowing phase two to start which would add an additional 20 lots. Mr. Garot advised the board that they are having a difficult time obtaining land needed for an outlet on Heritage.

Chuck Albers, Landmark Real Estate & Development – Mr. Albers is a partner in the Heritage Heights subdivision development. Mr. Albers added to Mr. Garot’s request indicating that there would be significant amount of revenue the town would gain by allowing them to start phase two right away. Mr. Albers also threw out the option of the town sharing the costs with the developer to get the second outlet. The developers were advised the board would not take action on this request tonight as it is not an agenda item, however, the Developer’s Agreement will be on the next agenda where talks could continue.

After three additional calls for public comment, none were heard.

PUBLIC HEARING:

1. Review and approve Annual Class A and Class B Liquor Licenses, and Cigarette License Applications for 2016-2017.

Staff explained that all current liquor and cigarette licenses expire on June 30th, 2016. All applicable fees and payments have been received to date. There are no issues with any of the applications. Staff confirmed that all monies owed by Dillweed and 21 Gun Roadhouse have been received per their installment agreements.

Public Hearing was opened at 6:29 pm. After three calls for public hearing, none were heard. The public hearing was closed at 6:31 p.m.

MOTION by Geurts/Van Rossum to approve the annual renewal of the Class A and Class B Liquor Licenses and Cigarette Licenses for all applicants listed on the public hearing notice and agenda. No further discussion. Motion carried in a voice vote, 4-0.

ZONING AND PLANNING COMMISSION ITEMS: None.

COMMUNICATIONS: None.

OLD BUSINESS: None.

NEW BUSINESS:

1. Recommendation from Redevelopment Authority to approve proposal from Place Dynamics to conduct Dickinson Rd/Monroe Corridor Retail Market Feasibility Study.

Ryan Van Straten from the Redevelopment Authority (RDA) was in attendance to explain the process the RDA went through in order to make this recommendation. The RDA reviewed proposals and interviewed the two companies who responded to the request for proposal, and unanimously the recommendation went to Place Dynamics. Mr. Van Straten explained the Retail Market Feasibility Study will paint a clearer picture between what types of businesses the town wants in the TID and what types of businesses will succeed in the TID. The study will also give the town the background information to start conversations with potential business leads. There is a nine year time limit to get the TID off the ground and stable since the TID is already a year old. There's money in the TID coffers to pay for the study. **MOTION** by Schlag/Peltier to approve the recommendation for Place Dynamics to conduct Dickinson Road/Monroe Corridor Retail Market Feasibility Study. No further discussion. Motion carried in a voice vote, 4-0.

2. Review the draft of the proposed Transportation Needs and Impact Fee Study.

Staff explained the town is experiencing growth in development that is anticipated to continue in the following decades. With the growth comes strain on the town's transportation infrastructure. The town is tasked with providing a local road system that can handle the increased demand that new developments will bring to the area. It is the Town's duty to provide planning, design, and funding for these improved facilities in a fiscally responsible manner to ensure that taxpayers and residents have the most affordable and prudent options available.

Under the current system, the costs to provide the improved road infrastructure will be paid by existing residents, as new developments are not currently members of the community. In 1994, Wisconsin Statue 66.55, now 66.0671, was created to provide municipalities the authority to recover some of the capital costs to construct, expand and improve public facilities from developers through the use of impact fees. The proposed fees shall be paid by the developer or the property owner to the town in full upon at the issuance of a building permit. The proposed fees are as follows:

Single Family Residence	\$293.00/unit
Two Family Residential	\$178.00/unit
Multi-Family Residential	\$203.74/unit

Staff advised that much like the Park Impact fee, statutorily the Transportation Impact fee requires a study outlining the reasons behind the fee, and the establishment of the fee costs. This study must be made available for public inspection 20 days prior to the public hearing. The public hearing will be scheduled for July 5th. **MOTION** by Schlag/Peltier to approve the Transportation Needs and Impact Fee Study and to continue the process with the public hearing. No further discussion. Motion carried in a voice vote, 4-0.

3. Discuss and act on the proposed Community Survey.

Stemming from the Public Works Organizational Review & Succession Plan Update, as well as the Strategic Plan Update, a Community Survey was suggested to gain public opinion on the town's overall growth pattern. Staff explained the questions that were asked and advised the survey would be included in the printed newsletter, e-newsletter, and on the website through Survey Monkey. MOTION by Schlag/Peltier to approve the survey. No further discussion. Motion carried in a voice vote, 4-0.

ORDINANCES: None.

REPORTS:

Clerk/Administrator:

- Strategic Plan is being prepared for Board presentation at the next meeting.
- The 2017 Budget Process will be starting soon.
- Staff is continuing to work on the facility needs study.
- Park & Recreation Committee is continuing to work on demarcating public land and bike route signage, as well as play equipment for the Heritage Heights subdivision.
- There is a Southern Bridge Coalition Meeting June 7th, staff and Chair will be attending.
- Staff will be attending a meeting with the Green Bay Chamber to develop their Strategic Plan.
- Brown County Planning has started the Farmland Preservation process.
- There's correspondence from Brown County Public Works in the packet regarding snow removal.
- Code Enforcement is looking for some feedback regarding unlicensed vehicles in yards. Feedback is be consistent.

Deputy Clerk:

- Assisting with preparation for a sponsorship mailing for LedgeFest.
- Preparation of the Community Survey.
- Preparing to take over to Zoning & Planning from Deputy Treasurer.
- Preparing Alcohol/Operators Licenses Annual Renewal.
- Processing Special Event Permits.
- Crafting a Community Recruitment Flyer.

Engineer:

- Work is continuing on The Crossing at Dollar Creek. Estimated completion date is July 1st.

Public Works:

- Working on chip sealing bid as well as curb and gutter inlet repairs.

Board Comments:

- The fence at Scray Hill, was included in 2016 budget, and the Fire Department needs a Knox Box on the gate. Staff will work with Fire Department.

APPROVAL OF THE VOUCHERS:

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

CLOSED SESSION:

1. **The Town Board may then convene into closed session pursuant to WI State Statue 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises authority. The purpose is make recommendation on new employee hires for Deputy Treasurer and Public Works Crew/Department.**
 - a. **The Town Board may reconvene into open session to discuss and act upon matters considered in closed session.**

MOTION by Schlag/Van Rossum to the Town Board may then convene into closed session pursuant to WI State Statue 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises authority. The purpose is make recommendation on new employee hires for Deputy Treasurer and Public Works Crew/Department. The Town Board may reconvene into open session to discuss and act upon matters considered in closed session. Roll call vote: Van Rossum – Aye, Schlag – Aye, Geurts – Aye, Peltier – Aye.

At 7:38 p.m., the Town Board convened into closed session.

At 9:09 p.m., MOTION by Schlag/Peltier for the board to go back into open session. Roll call vote: Van Rossum – Aye, Schlag – Aye, Geurts – Aye, Peltier – Aye.

Open session motions:

MOTION by Schlag/Geurts to offer the Deputy Treasure positon to Jamie Jackson as recommended by the Personnel & Finance Committee. No further discussion. Motion carried in a voice vote, 4-0.

MOTION by Schlag/Geurts to offer the Public Works Crew Member position to John Lacy as recommended by the Personnel & Finance Committee. No further discussion. Motion carried in a voice vote, 4-0.

MOTION by Geurts/Van Rossum to recommend further discussion on a second Public Works Crew Member Position at the next Town Board meeting. No further discussion. Motion carried in a voice vote, 4-0

ADJOURNMENT:

MOTION by Schlag/Geurts to adjourn. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 9:11 p.m.

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