

The Ledgeview Town Board held a meeting on **Tuesday, June 21, 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 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, Supervisors Andy Schlag, Renee Van Rossum, Ken Geurts, and Cullen Peltier.

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

D. AGENDA APPROVAL

MOTION by Geurts/Van Rossom to approve the agenda. No further discussion. Motion carried in a voice vote, 5-0.

CONSENT AGENDA

1. Regular Board Meeting Minutes:
 - a. June 6, 2016 Meeting Minutes.
2. Routine Reports: None.
3. Committee/Commission Reports: None
4. Operator's Licenses:
 - a. June 6, 2016 through June 20, 2016.
5. Other Committee minutes. Accept and place on file:
 - a. May 11, 2016 Zoning & Planning Commission Minutes.
 - b. May 12, 2016 Park & Recreation Committee Minutes.
 - c. March 23, 2016 Central Brown County Water Authority Minutes.
 - d. April 27, 2016 Central Brown County Water Authority Minutes.
 - e. May 25, 2016 Central Brown County Water Authority Minutes.
6. Pay Requests: None.
7. Special Event Street Closure Permit:
 - a. 7th Annual Africa Hope Run Sponsored by Spring Lake Church, October 15, 2016, 7 a.m. to 1 p.m.
 - b. Temporary Class B Retailer's License for St. Mary Catholic Church, 4805 Sportsman Drive, to host a church picnic on Sunday, July 24, 2016.

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 Geurts/Van Rossom to approve the consent agenda. No further discussion. Motion carried in a voice vote, 5-0.

PUBLIC COMMENT: None.

Approved at the July 19, 2016 Town Board Meeting.

PRESENTATION:**1. Presentation by Allyson Watson of UW-Extension Office on Town of Ledgeview Strategic Plan Update.**

Ms. Watson gave a brief overview of the final product on the Strategic Plan. The Plan was crafted around key components such as goals, action items, lead contact people, and budget of the Administrative Department, Finance Department, Community Development and Planning Department, Public Works Department, Parks & Recreation Department, and Fire Department. The plan should be looked at every 3-5 years to update as the Town is on a growth spurt, so the focus could change within that timeframe. Ms. Watson feels the plan is a realistic one, and can be referred to on an as needed basis. Ms. Watson thanked the board for the opportunity to cooperatively work in the plan together, and would welcome the opportunity to work with the Town again in the future. The Town has full legal ownership of the document. The Board thanked Ms. Watson for her guidance through the update process and most certainly would entertain future opportunities to work with her. No action taken.

ZONING AND PLANNING COMMISSION ITEMS:**1. Discuss and act on recommendation from Zoning & Planning on the request from Janice Padgett of Creative Sign, agent for Tony Wien of Wien Oil, owner, for sign changes at 3285 Cedar Hedge Drive (a/k/a I-43 Shell Station).**

Staff explained this application was for a new commercial canopy sign at Wien Oil located in the Planned Development District – Business Park. The applicant is proposing one, flush mounted, internally illuminated canopy sign. The sign will be illuminated with LED lighting. There is an unauthorized temporary “FIREWORKS” attached to the car wash facility and a semi-trailer located on the property used for storage. The both the sign and trailer need to be removed. The sign plan was reviewed per town code Chapter 79 by staff, and Zoning & Planning unanimously recommends approve with the following conditions:

- Sign will not be illuminated between the hours of 11:00 p.m. and sunrise unless the premises is open for business.
- Intensity of illumination of the sign does not exceed 60 foot-candles.
- Removal of the temporary “Fireworks” sign and semi-trailer.

MOTION by Peltier/Schlag to approve with the conditions recommended by Zoning & Planning. No further discussion. Motion carried in a voice vote, 5-0.

2. Discuss and act on recommendation from Zoning & Planning on the request from Steve Bieda of Mau & Associates, agent for Bill Hingtgen, owner, for a Certified Survey Map on Parcel D-677, 2528 Meadow Breeze Court.

Staff advised that Mr. Bieda was running late, but was enroute to the meeting. With that said, MOTION by Danen/Schlag to table until later in the meeting when Mr. Bieda was present. No further discussion. Motion carried in a voice vote, 5-0.

3. Discuss and act on recommendation from Zoning & Planning on the request from Jesse Jossart, of Jossart Brothers, owner, for a fence on parcel D-56-4, 1682 Swan Road.

Staff explained the petitioner is proposing to relocate the existing chain-link fence that currently provides screening for equipment and material storage on the site to the edge of Swan Road and Storage Court right-of-way. The front end of the parcel adjacent to Swan Road is currently used by the petitioner as an outdoor storage yard. The rear of the site contains self-storage facilities that were approved by the Town in 2014. There is room to relocate the fence closer to the right-of-way.

Staff advised that there is an ordinance amendment for fences that has a public hearing scheduled for July 5th. The proposed changes are to clarify some inconsistencies in the fence regulations. Part of this

amendment is security fencing and screening regulations in industrial properties which this fence falls under. Specifically, the six-foot-tall fences will be allowed 2-feet from the public right-of-way. Zoning & Planning unanimously recommended approval of the relocation of the fence contingent upon the approval of the code amendment and the addition of eight arbor vitae along Swan Road.

There was concern among the Town Board as they have not yet reviewed the proposed fencing code amendment. There is a public hearing scheduled for the July 5th meeting. With that said, the board felt it would be appropriate to table this item until they had the opportunity to review the proposed amendment. MOTION by Danen/Peltier to table this item until the next meeting. No further discussion. Motion carried in a voice vote, 5-0.

4. **Discuss and act on recommendation from Zoning & Planning on the request from Brian Peot, agent for Andrew Leiterman, owner, for a Certified Survey Map on Parcel D-291, located on Glenmore Road.**

Staff explained the petitioner is requesting approval of a one lot CSM from a 34.8 acre parent parcel. The lot is approximately, 1.6 acres and complies with the code. Due to this being the second CSM for the parent parcel, an Area Development Plan (ADP) was required. The ADP is laid out properly to the roads as it's located on a corner, and depicts larger lots for future development. This parcel is not located in the sewer service area. The CSM complies with requirements of Chapter 96-Subdivision and Zoning & Planning unanimously recommends approval contingent upon:

- Revise the CSM to include the parent parcel
- Revise CSM to illustrate a 35-foot dedication from the centerline of Glenmore Road for the parent parcel
- Revise CSM to illustrate a 40-foot dedication from the centerline of Dutchman Road for the parent parcel
- Address any technical corrections required by Town Engineer or Brown County.

MOTION by Van Rossom/Geurts to approve the CSM with the recommended contingencies from Zoning & Planning. No further discussion. Motion carried in a voice vote, 5-0.

5. **Discuss and act on recommendation from Zoning & Planning on the request from Keith Garot of Landmark Real Estate, agent for Zelten Family Limited Partnership, owner, for a final subdivision plat for Heritage Heights located on parcel D-395, Heritage & Cottonwood.**

Staff advised this was the final plat approval for a subdivision called Heritage Heights on parcel D-395 located on the corner of Heritage and Cottonwood Roads. The subdivision consists of 73 lots and 4 outlots on approximately 86.41 acres. The preliminary plat was reviewed and approved by Zoning & Planning at the February meeting and by the Town Board at the March Meeting. The final plat substantially conforms with the preliminary plat. The staff recommends approval of the final plat with conditions:

- Illustrate required lot setbacks on the plat
- Technical corrections required by Brown County and Town Engineer
- Notion added to the plat, "No driveway shall provide direct access to any intersection. No urban driveway shall be located within 75-feet of any intersection. All driveway, drive lane, and parking area pavement shall be at least 5-feet from any side yard lot line."

Zoning and Planning required the notation to the plat be added specifying that sidewalks and/or recreation trails will be required along Cottonwood Lane. This notation is to inform future home buyers that the pedestrian improvements will be happening at some point in the future. That being said, the final plat is in substantial conformance with the preliminary plat, and the Zoning & Planning recommended the plat be approved with the following conditions:

- Illustrate required lot setbacks on the plat
- Addition of a notation on the plat related to driveway locations
- Additional of a notation on the plat specifying that sidewalks and/or recreation trails will be required along Cottonwood Lane
- Technical corrections required by Brown County or the Town Engineer.

Discussion ensued regarding the apprehension of the Board to approve the subdivision with only one point of entrance and exit, as well as the not knowing the location of the southern bridge. Existing subdivisions with only one access point were discussed. There was also discussion on the possibility of the Town stepping in to help build the second access to Heritage Road. After a long discussion, it was determined that contact with the Gilson's would be made to see if they would be interested in selling a couple hundred feet of land to allow for a second access.

There were also other issues discussed, but were part of the Developer's Agreement, and not part of the final plat approval. The Developer's Agreement is being negotiated between the staff and the developer. MOTION by Peltier/Schlag to approve the final plat with recommendations by Zoning & Planning, and continued negotiation on the Developer's Agreement. No further discussion. Motion carried in a voice vote, 5-0.

2. Discuss and act on recommendation from Zoning & Planning on the request from Steve Bieda of Mau & Associates, agent for Bill Hingtgen, owner, for a Certified Survey Map on Parcel D-677, 2528 Meadow Breeze Court.

Staff explained the petitioner is requesting the review and approval of a 2 lot certified survey map (CSM) on approximately 5.35 acres. The property was joined together as one parcel years ago, however, the petitioner would like to split the property back to the original two lots. The property is zone R-1 Residence District and is in the sewer serviced area. There is an existing home and tennis court located on the property. The proposed CSM complies with the requirements of Chapter 96 – Subdivision, and staff recommends approval with the following conditions:

- Revise notations to correctly indicate the County specific language related to the ESAs and setbacks
- Raze the tennis court prior to the Town signing the CSM
- Address any technical corrections required by the Town Engineer and Brown County.

There was discussion on the process of signing the CSM. Statutes allow for a CSM to be approved with signature occurring within a year of that approval. There is sufficient time for the applicant to raze the tennis court within a year from approval. There was also discussion on the 35-foot set back language. The agent thought there was a different point of reference for the intermittent stream. Mr. Bieda understood the request to raze the tennis court prior to the Town Signing, and indicated it wasn't a problem.

MOTION by Peltier/Schlag to approve the CSM with the conditions set forth by Zoning & Planning. No further discussion. Motion carried in a voice vote, 5-0.

6. Discuss and act on recommendation from Beautification and Park & Recreation Committees, along with Zoning & Planning Commission on the request from the Town of Ledgeview for proposed community gateway/entry signage.

Staff explained this item is at the request of the Beautification Committee and the Parks Committee in an effort to welcome people to the town. The Zoning & Planning Commission also approved the signs. There was discussion on the longevity of the material and making the signs two sided. Staff was directed to get some additional information regarding these two issues for the next meeting. MOTION by Schlag/Geurts to

table this item for more information on the longevity of the material and if the signs could be two sided instead of one. No further discussion. Motion carried in a voice vote, 5-0.

COMMUNICATIONS: None.

OLD BUSINESS:

1. Discuss and act on the Developer's Agreement for Heritage Heights Subdivision located on parcel D-395, Heritage Road and Cottonwood Lane.

The Developer's Agreement is the next step in the plat approval process. See Zoning & Planning Item 5 for further information. MOTION by Danen/Van Rossom to table until the next meeting pending contact with the Gilsons. No further discussion. Motion carried in a voice vote, 5-0.

NEW BUSINESS:

1. Discuss and act on engine breaking sample ordinances.

Staff advised that stemming from citizen complaints, the board wanted to look at some samples of engine breaking ordinances. This also ties in with the Brown County Sheriff's Department traffic study that was conducted at the request of the Town on Scray Hill Road, as well as lowering the speed limit on Scray Hill Road to 30 mph. The Board would like this item put on the next agenda so that the item can be addressed in its entirety at the next Board meeting. MOTION by Peltier/Geurts to table until next meeting. No further discussion. Motion carried in a voice vote, 5-0.

2. Discuss and act on State Trust Fund Loan for Financing of 2016 projects.

Staff explained that as determined during the 2016 budget process, there were outstanding projects that could be completed in 2016. Financial consultant recommends going with the State Trust Fund Loan as there are no loan fees, the interest is locked in, and it the money is available 60 days after final board approval. Bonding is not an option because it amount is below a million. MOTION by Geurts/Schlag to approve. No further discussion. Motion carried in a voice vote, 5-0.

3. Discuss and act on Request for Proposal for architectural/engineering consulting services for concept and budget report for the Town of Ledgeview for evaluation of options for Town Hall, Fire Station No. 1 and Public Works Buildings.

In order to put a meaningful advisory referendum question on the November ballot staff has been struggling with where to begin this budget report. The Board recommended the staff to evaluate the needs of the town for a 20 year period. In order to look out 20 years, tours and interviews of communities with populations of 12,000 to 15,000 and similar demographics will have to be done. Those communities would be evaluated not only on staffing and facility, but also services that are provided to the residents and how. It was further recommended that a consultant be hired to investigate the needs of the Town for the various options that have been discussed with regard to replacing the Town Hall, which are:

- Build new Town Hall at new location and remodel existing building for Fire Department use only;
- Expand existing Town Hall and remodel building on existing site for both Town Hall and Fire Department use;
- Build new Town Hall and Fire Station No.1 on existing site;
- Build a new Public Works Building on the Scray Hill Road site;
- Build a new Town Hall on existing site and remodel existing Town Hall/Fire Station for Fire use.

The plan would be to have the consultant provide costs associates with each option above, review of the needs of each building options, staging if necessary, future expansion options for each alternative, and the pros and the cons of each alternative. The proposed timeline would be to send out the RFP now and have

a consultant chosen at the July 19th meeting. Results would be due from the study by September 20th board meeting at which time a referendum question can be developed for the November ballot. Estimated cost of the study is \$25,000 to \$35,000. The 2016 Town Budget does have approximately \$17,000 included for facilities related expenses. The remaining expense would have to be absorbed in the general fund. MOTION by Danen/Van Rossom to approve. No further discussion. Motion carried in a voice vote, 5-0.

ORDINANCES: None.

REPORTS:

Clerk/Administrator:

- Park & Recreation Committee met on June 2nd and discussed future park need for Heritage Heights, identifying a priority list and related budget for bike route signs.
- Beautification Committee meets Thursday this week to continue to review demarcating town owned property.
- Staff continues to work on priorities identified by the Public Works Study.
- Brown County Sheriff's Department has the ability to put added patrol in designated areas for traffic concerns at a rate of \$50.00/hour. We can keep this in mind for the 2017 budget process
- Staff and Town Chair attended a Southern Bridge Coalition Meeting.
- Continued work with Brown County Parks and their Corporation Counsel on jurisdictional transfer of Memory Lane to the county.
- Staff is reviewing Fair Labor Standards Act changes that may affect employees.

Deputy Clerk:

- Absentee balloting for the August Election began this week.
- Election training is scheduled for July 18th on the new software for the machines.
- Working on getting the Community Survey ready to launch early in July.
- Transportation Impact Fee Public Hearing is scheduled for July 5th.
- Public Hearing is scheduled for July 5th for ordinance amendment for fences, and swimming pools, hot tubs and spas.

Engineer:

- Bid opening for Heritage Heights subdivision is scheduled for July 19th.
- The Crossing at Dollar Creek is running behind schedule; liquidated damages may want to be pursued.

Treasurer:

- Last Town Board Meeting for Treasurer Luann Pansier who is retiring. Thank yous were exchanged for her 23 years of service.

APPROVAL OF THE VOUCHERS:

MOTION by Geurts/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 Statute 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 Van Rossom/Geurts for 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. No further discussion. Roll call vote: Van Rossom – Aye, Geurts – Aye, Danen – Aye, Schlag – Aye, Peltier – Aye. Motion carried in roll call vote, 5-0.

At 6:49 PM, the Town Board convened into closes session.

At 7:12 PM, MOTION by Danen/Van Rossum to reconvene into open session. No further discussion. Motion carried in a voice vote, 5-0.

MOTION by Danen/Van Rossum to approve the recommendation to hire Timothy Reckelberg as Deputy Treasurer. No further discussion. Motion carried in a voice vote, 5-0.

MOTION by Danen/Geurts to approve the creation of an additional Public Works Crew I position and to authorize a offer to be extended. No further discussion. Motion carried in a voice vote, 5-0.

ADJOURNMENT:

MOTION by Danen/Geurts adjourn. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 7:14 p.m.

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