

The Ledgeview Town Board held a meeting on **Tuesday, August 22, 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, Treasurer Renae Peters, Engineer Scott Brosteau, Planner Dustin Wolff, and Deputy Clerk Charlotte Nelson.

D. AGENDA APPROVAL

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

CONSENT AGENDA

1. Regular Board Meeting Minutes:
 - a. July 19, 2016 Meeting Minutes.
 - b. August 1, 2016 Meeting Minutes.
2. Routine Reports: None
3. Committee/Commission Reports: None
4. Operator's Licenses:
 - a. August 1, 2016 through August 19, 2016.
5. Other Committee minutes. Accept and place on file:
 - a. July 15, 2016 Zoning & Planning Commission Meeting Minutes.
6. Pay Requests: None.
7. Special Event Permits:
 - a. 21 Gun Roadhouse, 4344 Lime Kiln Road, Truck & Tractor Pull, August 27 2016, from 6 p.m. – 10 p.m. They will be licensed to serve only fermented malt beverages at this event.

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

PUBLIC COMMENT:

Eric Roffers, 2200 Dickinson Road – Business owner in Olde School Square. Mr. Roffers is frustrated because there is no cooperation from the owner or tenants to pave the parking lot. Mr. Roffers spoke to an attorney who looked at town ordinances and determined that there's a clear violation. The Board advised Mr. Roffers

that staff will look into the situation and get back to him. Mr. Roffers may have to take this issue up with the Condo Association.

Joan Pansier, 3870 Dickinson Road – Ms. Pansier addressed the board over concerns of an invoice she received from the Town regarding damage done to Dallas Lane by one of the farm workers. Ms. Pansier believes that Dallas Lane was in need of repair prior to the damage, and doesn't know what the \$2,500 is for. Staff had Scott Construction look at the damage when it occurred to give a repair estimate. The estimate was \$2,500. Later, there was a bid process for road work throughout the town in which Scott Construction gave an estimate of \$24,000 to repair Dallas Lane. The \$2,500 was included in the \$24,000 estimate. Scott Construction stands behind their quote.

John Lombardi, 1707 Limestone Trail – Spoke on the No Jake Breaking ordinance, and wanted to know why it was tabled. The Board advised that the meeting of July 19th, the hauling community was present to state their side of the issue. At that meeting, the Board decided to table the ordinance until urbanization options were looked at. Mr. Lombardi felt that the traffic study did not give an accurate depiction of the true story, and felt the sticks weren't placed in an area to give an accurate reading. The Board advised they were more interested in the traffic counts, not necessarily vehicle speed, with regard to the study. The traffic counts would have been the same regardless of where the sticks were placed. Therefore, the Board needed to do their due diligence by looking at all available options. Mr. Lombardi reminded the Board to be open to all community input when decisions are made, not just the truckers.

PUBLIC HEARING: None.

ZONING AND PLANNING COMMISSION ITEMS:

1. Recommendation from the Zoning & Planning Commission on the request by Jean Rentmeester, owner/applicant, for a security fence on parcel D-1243, 2344 Oak Ridge Circle.

Staff explained the property owner is requesting to install a 6-foot tall fence in the side yard along S. Parker Way. The fence will be located to the rear of the residence, and will tie into the neighboring fence. The proposed security fence will be a 6-foot tall PVC fence matching the neighbors, and will be located 2-feet from the right-of-way and property lines in compliance with the code.

Zoning code states that “fences erected in front yards shall not exceed three (3) feet in height and fences erected in side yards adjacent to any public street shall not exceed four (4) feet in height unless approved as a security fence”. Zoning & Planning Commission unanimously recommends approval of the fence.

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

2. Recommendation from Zoning & Planning Commission on the request by Richard Huxford, applicant for Elaine Gossen, owner, for a three lot Certified Survey Map on Parcel D-486-2, 3975 Creamery Road.

Staff explained the petitioner is requesting the approval of a CSM for subdivision of a 5.5 acre parent parcel into three (3) lots. Lot 1 will front along both Creamery and Ledgeview Roads, Lot 2 will front along Creamery, and Lot 3 will front Ledgeview Road. All lots will be served by public utilities and complies with minimum required width of 150-feet at the base of the setback. The CSM is consistent with the Comprehensive Plan.

Zoning & Planning recommend approval with the following conditions:

- Provide a wetland delineation report completed within the past 5 years and illustrate the boundary on the CSM

- Reference the most recent flood study for the area available from the Town Engineer, and revise ESA setbacks accordingly.
- Revise CSM to illustrate side lot line between Lots 1 and 3 to be at the right angle or straight line to be Ledgeview Road right of way.
- Add a notation specifying that sidewalk and/or recreation trail will be installed along Creamery Road and Ledgeview Road in the future.
- Raze the accessory structure prior to the Town signing the CSM.
- Address any technical corrections required by the Town Engineer or Brown County.

There was much discussion had with the condition to raze the accessory structure. Zoning code does not allow for an accessory structure without a primary residence. The petitioner advised that the individual wanting Lot 3 would like to build a primary residence on it in order to keep the shed. There was discussion on placement of the home because zoning code does not allow for an accessory structure to be located in front of the primary residence. The discussion also included a letter of credit requirement guaranteeing the Town of removal of the accessory structure should a primary residence not be built within a certain timeframe.

MOTION by Danen/Geurts to table till the next meeting to allow staff and petitioner to address the issues regarding the accessory building. No further discussion. Motion carried in a voice vote, 5-0.

3. Recommendation from Zoning & Planning on the request by Chet McDonald of McDonald Lumber Company, agent for D 122 6 LLC, for a storage/warehouse building at 3175 Wall Street.

Staff advised the petitioner is proposing a series of interior building improvements, i.e. addition of freezers, conveyor systems, and office modifications. There is also some related exterior site and building modifications (condensers).

The new condensers are located on the back side of the building. New concrete pads will be poured, and a screening fence installed. A PVC fencing material is recommended as it is low maintenance. Chain link or metal screening is not permitted.

Zoning and Planning specified that a minimum of 11 parking stalls must be provided on the site, and the stalls cannot be located within 25-feet of Wall Street right of way in accordance with zoning code.

Zoning and Planning did not require the petitioner to pave the parking or drive areas with asphalt. However, as this is a specified requirement of the zoning code, staff is recommending the Board impose this requirement.

No new or additional landscape plantings were imposed by Zoning and Planning.

With that said, Zoning and Planning Commission recommends approval.

There was much discussion regarding the asphalt pavement requirement, and why the Commission didn't think it was needed. Staff advised that the Commission didn't deem it necessary because it wasn't within the characteristic of the surrounding neighborhood. The discussion went back and forth as to requiring the pavement or not.

MOTION by Schlag/Peltier to table until the September 6th meeting in an effort for staff to put together the code requirements on hard surface parking in that zoning. The Petitioner will get temporary occupancy regardless of pavement requirement. No further discussion. Motion carried in a voice vote, 5-0.

OLD BUSINESS:**1. Scray Hill Road urbanization alternatives.**

The Town received numerous complaints about the speed of traffic, the number of trucks on the roadway, and the safety of the area for the growing number of families in the Scray Hill Road area. In response to these complaints, the Town completed a speed study in June of 2016 which was done by the Brown County Sheriff's Department at the request of the Town. This study showed there were 10,918 vehicles used the roadway in a 7 day period. A total of approximately 76.5% were two axle vehicles (cars) and 23.5% were three or more axle vehicles (trucks). The posted speed limit is 35 mph, of those vehicles traveling above the posted speed limits, 97% were two axle vehicles, with 3% being three or more axle vehicles.

Scray Hill Road was reconstructed in 2004 with 22 foot asphaltic surface and three foot gravel shoulders. The Town's typical section is 20 feet asphalt surface and 3-foot gravel shoulders. The hill on the south end of the roadway has a 14.6% grade while the north end flattens out to approximately a 3% near the intersection of CTH G.

Given the public comments received with regards to the road being too narrow for two trucks to pass each other, garbage cans being hit, no room for on street parking, no pedestrian or bicycle area, the only option to address these concerns is to widen the roadway to accommodate all who use Scray Hill Road.

Staff reviewed the area and recommends an urban roadway with an 8 foot trail on the east side of the roadway. The trail would run from CTH G and end ultimately at Scray Hill Park. This trail would be maintained by the Town. The east side of the roadway was chosen because it is the side the park is located on and the entire trail would be located in the Town of Ledgeview vs. a portion being in the Town of Glenmore.

The urban roadway would be 37-feet back of curb to back of curb. This would allow for parking on the roadway. If vehicles are parked on both sides of the roadway there would not be enough room for two vehicles to pass side by side.

This option will not address speeding concerns on the roadway and may actually increase speeding by having a wider roadway. Enforcement is the best practice to address the speeding concern.

The estimated cost to make these improvements is approximately \$920,000. This assumes trucking would continue and 4 inches of asphalt would be required as compared to the typical 3 inches. Extending the trail to the park is not included in this estimate as design past the curb and gutter on top of the hill will need to be considered.

If the Town were to assess the urban roadway per normal assessment policy, assuming \$40/lf, the amount collected would be approximately \$229,000.

Discussion ensued regarding costs, location of the trail, and maintenance responsibility. The Board requested an estimate to complete the trail to Scray Hill Park for consideration. No action taken.

NEW BUSINESS:**1. Discuss and act on the 2017 Brown County Aerial Orthophoto Agreement.**

This is an agreement with Brown County to take aerial photos that captures data used for stormwater management and the GIS system. All Brown County municipalities will commit funding towards this project as well as several utility companies and county departments. MOTION by Peltier/Van Rossum to approve. No further discussion. Motion carried in a voice vote, 5-0.

2. Discuss and act on the extension to Accounting/Audit Services agreement with Schenk Accounting Firm.

This agreement would be for the extension of the accounting and audit services contract with Schenk. Staff confirmed that this agreement is an all-inclusive agreement, there shouldn't be an additional charges. MOTION by Geurts/Schlag to approve. No further discussion. Motion carried in a voice vote, 5-0.

COMMUNICATIONS:

1. Review the results of the 2016 Community Survey.

In July, the Town Board approved a Community Survey to be distributed to residents via newsletter, e-newsletter, and social media. There were a total of 181 returned responses, about .08%. Of those 181, 118 were completed via Survey Monkey, and 63 returned completed via paper. A synopsis of those questions prudent to the Town Board was given. No action taken.

PRESENTATION:

1. Presentation by Performa/FGM Architects regarding the Budget Report for Evaluation Options for Town Hall/Fire Station No. 1 Building and New Public Works Building.

In July, the Town Board awarded a contract to Performa/FGM Architects for the study of town facilities and possible options for Town Hall/Fire Station No. 1 Building and New Public Works Building. The results of the study was given to the Board, that being public works, fire department and town hall facilities have reached their maximum capacity in terms of room. Whether it be equipment storage or space to work efficiently and effectively, there is nowhere else to expand or grow. Due to this space issue, the Board had discussion on whether to expand existing facilities or build new.

Performa/FGM worked with board members, staff, and committee members to determine the space needs for current conditions as well those that would accommodate the expected future growth of the town. Maintenance issues such as roof replacement, expansion of both fire department and public works vehicle fleets, having a discernable building entryway, security and parking concerns were analyzed and dissected to determine whether expanding existing facilities or building new facilities would be economically best for the town. The analysis revealed that building new facilities is the better option given past, current, and future growth projections and the potential demands for additional services than renovating the existing building.

With this determination, Performa/FGM put together some building layout options for the Board to consider, both on existing town owned property and at different locations. Estimated costs were given to these building options. The Board determined that the building layout on the existing town owned properties is the fiscally responsible route to follow.

The Board had discussion on an advisory, non-binding, referendum question to be placed on the November 8th ballot to get the public's opinion on the building of a public works, fire department and town hall facilities that would meet the current need and carry the town over the next 25 years. It was determined there would be a call for a Special Town Board Meeting before the August 30th referendum deadline to discuss and approve such a question.

No action taken.

ORDINANCES: None.

REPORTS:

Clerk/Administrator:

Approved at the September 6, 2016 Town Board Meeting.

- Park & Recreation Committee continues to work on the future park needs for Heritage Heights plat. They're also working on priority list and related budget for bike route signage and Capital Improvement projects.
- Beautification Committee continues to review all town owned property to see how those public lands could be demarcated so that public is aware and can utilize. They're working on replacing directional signage in the parks as well.
- Staff is working with Brown County Parks and Corporation Counsel for jurisdictional transfer of Memory Lane regarding Fonferok Park access.
- Fair Labor Standards Act changes are being reviewed in which the Personnel & Financing Committee will be working on in the future.
- A preliminary plat for the Lindmark Property will be reviewed at the September Zoning & Planning Meeting, as well as a preliminary plat for the LeCalsey property.
- Staff is looking into a threshold of town financing public improvements for developments.
- Staff met with developers that are looking to secure the land that is next in line to develop from Belle Isle Meadows to CTH GV.
- There have been development inquiries for Olde School Square.
- RDA will meet this month to begin to create a town specific TID policy.
- CBCWA monthly meeting will include Strategic Plan, 2017 Draft Budget and a few minor project payments for the storage tank project.
- Staff participated in the rating call for Standard & Poor's relating to the Heritage Heights bond.

Deputy Clerk:

- A recap of the August 8th election was given.
- Working on upcoming General Election November 8th.

Engineer:

- Dollar Road project is delayed; waiting on WPS to move the gas line.
- Work began on Heritage Heights Subdivision public improvements.

Planner:

- A2 zoning code amendment was passed by Zoning & Planning and will be on the September 6th Town Board agenda for a public hearing and final approval.

Treasurer:

- Participated in the rating calling for the Heritage Heights Bond.
- July Cash Flow Report was received.

Public Works:

- The new employees are catching on quick and working out well.
- Receiving speeding complaints on Dollar Lane. Recommending the installation of a stop sign at Dollar Lane and Half Crown Run.
- Gandrud delivered the new truck for the additional employee.

Fire Department:

- Purchased extraction equipment for approximately \$20,000.
- Received 8—9 new member applications.
- Things are going well.

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, 5-0.

ADJOURNMENT:

MOTION by Danen/Geurts to adjourn. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 6:56 p.m.

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