The Ledgeview Town Board held a meeting on **Monday, May 7, 2018 at 6:00 p.m.** at the Municipal Building located at 3700 Dickinson, De Pere, WI 54115.

A. **CALL TO ORDER**  
The meeting was called to order by Chairman Danen at 6:00 p.m.

B. **PLEDGE OF ALLEGIANCE**  
The Pledge of Allegiance was recited by all in attendance.

C. **ROLL CALL**  
Members present were Chairman Danen, Supervisors Renee Van Rossum, Ken Geurts, Cullen Peltier and Mark Danen.

Staff present were Administrator Sarah Burdette, Engineer Scott Brosteau, Planner Dustin Wolff, Public Works Director Dave Strelcheck, and Clerk Charlotte Nagel.

D. **AGENDA APPROVAL**  
MOTION by Van Rossum/Peltier to approve the agenda. No further discussion. Motion carried in a voice vote, 5-0.

**CONSENT AGENDA**
1. Regular Board Meeting Minutes:  
   a. April 17, 2018 Town Board Minutes
2. Routine Reports: None.
3. Committee/Commission Reports: None.
5. Other Committee Minutes. Accept and place on file:  
   b. March 14, 2018 Public Information Meeting Minutes.
   c. April 19, 2018 Special Town Board Meeting Minutes.
6. Pay Requests:  
   a. Public Works Building Boldt Invoice 30820-007 in the amount of $56,783.85.
   b. Community Center/Fire Station #1 Boldt Invoice 16200-006 in the amount of $245,708.50
   c. Approve pay request #6 for Grande Ridge Subdivision to PTS Contractors for $11,360.09.
7. Special Event & Street Closure Permits:  
   a. Dollar Road Equestrian Center, 2690 Dollar Road, Rodeo and Band, Sunday, May 27, 2018 from 4:00 p.m. – 8:30 p.m. The Liquor License will be amended to cover the event.
   b. Cellcom/Green Bay Marathon, Sunday, May 20, 2018 starting at 7:30 a.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.

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

**PUBLIC COMMENT:** None.

**PUBLIC HEARING:** None.

Approved at the June 4, 2018 Town Board Meeting.
ZONING & PLANNING: None.

NEW TOWN FACILITIES:
1. Review Interior Design Concept Plan for the New Community Center/Fire Station No. 1.
   Staff and Supervisor Van Rossum has been working with Mimi Works for interior artwork to put the finishing touches on the new building. The theme of the interior artwork is to bring nature into the building since the majority of the interior design is made of natural materials. The interior artwork picked out came in under budget. Staff wanted to get some feedback from the Board to assure the concept was on the right track. The consensus of the Board was to continue with the concept artwork plan.

NEW BUSINESS:
1. Review and take action on e-Services, LLC contract for Building Inspection and Related Services.
   Staff informed that e-Services, LLC is scheduled to start as the Town's Building Inspection on May 21st. The Town's Attorney reviewed the proposed contract and made some suggestions for the Board to consider.

   MOTION by Geurts/Peltier to approve contingent upon approval of the attorney’s suggested contract changes. No further discussion. Motion carried in a voice vote, 5-0.

2. Award contract C-2018, Hawthorne Heights Reconstruction and Olde School Square Reconstruction, to Duame Sand and Gravel for $358,294.00.
   Staff advised that this was the bid for urbanizing Hawthorne Heights to accommodate the new Community Center/Fire Station No. 1 building, and the parking area of Olde School Square for future development. There was one bid received in which the costs are within the budgeted amount.

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

   In 2015, the Town was approached by Seville Properties to fund public streets, utilities and stormwater for The Crossing at Dollar Creek Phase 1. Seville Properties requested the Town call this bond in anticipation of potential funding needs for The Crossing at Dollar Creek Phase 2 plat. The developer supplied the Town with sufficient funds in debt service to make the June 1 regular interest payment and the June 11 call payment which puts the Town at no financial risk. The resolution from Quarles & Brady is standard process for bond payment action.

   MOTION by Van Rossum/M. Danen to approve the Resolution Authorizing The Redemption Of General Obligation Promissory Notes, Series 2015B, Dated December 1, 2015. No further discussion. Motion carried in a voice vote, 5-0.

4. Review and take action on the Resolution Discontinuing the Unimproved Nowak Lane in the Town of Ledgeview, Brown County, Wisconsin.
   Back in 2009, the Town Board started the process of vacating Nowak Lane. Due to a hardship, the Town Board decided not to complete the vacation process until the land was sold. In 2017, the parcel was sold to the Stencils. At that time, the town was not aware of the sale of the property.

   Ms. Shelley Stencil submitted an application for a CSM to split the homestead from the farmstead in fall of 2017. This CSM went through the Zoning Board of Appeals, Zoning & Planning, and Town Board and was approved. During this process Ms. Stencil was aware of the vacation of Nowak Lane and that the process

Approved at the June 4, 2018 Town Board Meeting.
had to be completed. Ms. Stencil has since signed a Waiver of Notice and Waiver of Right to Object to Discontinuance of the Unimproved Nowak Lane in the Town of Ledgeview. Subsequently, the Town simply needs to finish the vacation process by approving the attached Resolution Discontinuing the Unimproved Nowak Lane. Ms. Stencil’s CSM cannot be recorded at the Registrar of Deeds until the vacation process is complete.

MOTION by Peltier/Van Rossum to approve the Resolution Discontinuing the Unimproved Nowak Lane in the Town of Ledgeview, Brown County, Wisconsin. No further discussion. Motion carried in a voice vote, 5-0.

5. **Review and award contract for the installation of park equipment at Dollar Park.**

Playground equipment for Dollar Park was purchased in the fall of 2017 and is currently stored at the Public Works Building. Installation of the equipment will requirement all public works personnel which would take valuable time away from daily duties. The installation will be coordinated by the Director of Public Works and the park construction contractor Duame Sand and Gravel.

The installation excludes the installation of fabric and engineered wood fiber mulch around and under the playground equipment. Purchase and installation of the material will be completed by Public Works staff.

Staff recommends approval of the contract with Minnesota Wisconsin Playground for the installation of Dollar Park playground equipment in the amount of $16,155.00.

MOTION by Peltier/Danen to approve. No further discussion. Motion carried in a voice vote, 5-0.

6. **Review and award contract for the installation of park equipment at Zelten Family Park.**

Playground equipment for Zelten Family Park was purchased in the fall of 2017 and is currently stored at the Public Works Building. Installation of the equipment will requirement all public works personnel which would take valuable time away from daily duties. The installation will be coordinated by the Director of Public Works and the park construction contractor Duame Sand and Gravel.

The installation excludes the installation of fabric and engineered wood fiber mulch around and under the playground equipment. Purchase and installation of the material will be completed by Public Works staff.

Staff recommends approval of the contract with Minnesota Wisconsin Playground for the installation of Zelten Family Park playground equipment in the amount of $23,905.00.

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

7. **Recommendation from Redevelopment Authority to award Master Economic Development Agreement between Town of Ledgeview and GRAEF and related Task Order #1.**

As part of the approved 2017 GV Corridor Market Study and Implementation Strategy that the RDA and Town undertook, the RDA has completed much of the implantation strategy with the exception of acquiring professional economic development assistance that can assist with putting together strategies and the related coordination for the Ledgeview Neighborhood Center/Downtown. Additionally, throughout the discussions on the update to the Ledgeview Strategic Plan, there was much discussion on Economic Development for the town which revolved around economic development staff and contract services that would be focused on development and attraction. In light of this discussion, the RDA has met with Kristan Sanchez of GRAEF and feels that her services can assist Ledgeview with the appropriate strategies that will make the downtown vision start to become achieved. GRAEF prepared a Master Agreement and Menu of Services (included in Dropbox). The Menu of Services is meant to conduct preliminary work with an hourly
amount not to exceed $8,000. The 2018 budget (Fund 451 – TID District) included $45,000 for economic development related services such as this work scope; therefore, the funds are available to complete the project as described in Task #1. The RDA made a recommendation to authorize GRAEF to complete Task Order #1 as defined by the menu of services and at a budget amount of $8,000.

MOTION by Geurts/Van Rossum to approve Task Order #1. No further discussion. Motion carried in a voice vote, 5-0.

OLD BUSINESS: None.

COMMUNICATIONS:
The Public Hearing for the Ledgeview Farms, LLC Conditional Use Permit and Livestock Siting Permit Applications is scheduled for Tuesday, May 29th at 5:30 p.m.

ORDINANCES: None.

REPORTS:
Administrator:
• Staff is continuing to work on various aspects of the strategic plan document update. Further meetings will occur with the applicable staff/department heads to continue with the plan update.
• The Redevelopment Authority (DA) will meet on May 18th to finalize a recommendation to obtain Economic Development assistance from GRAEF. The proposal will be a future Town Board agenda item. The RDA will also be reviewing a handful of potential Tax Increment District projects which will become possible Town Board agenda items later this summer/fall.
• The new town facilities work is going well. Estimated move in is June 26th-July 3. Existing building demolition will occur starting July 5th. Substantial completion will be August 8th.

Clerk:
• Special Election for Wards 4-7 for the 1st Senate District to replace Senator Lasee who took a different position on May 15th and June 12th.
• Will be attending the International Institute of Municipal Clerks in Virginia at the end of the month.

Engineer:
• Status updates were given on the following projects:
  o Oak Ridge Circle Urbanization Project Public Information Meeting is scheduled for Wednesday, May 9th at 5:00 p.m.
  o Scray Hill Road Sewer and Water Extension
  o Creamery Road Bridge Replacement
  o Tax Increment Financing District #1

Planner:
• Will be attending Glenmore meeting regarding Van Straten Family Park.
• Working on the Conditional Use and Livestock Siting Applications for Ledgeview Farms, LLC

Public Works:
• Working on crafting a culvert replacement plan
• Working on getting the two new parks functional this summer
• Various Public Works Employees are attending training.
• Working on cleaning and televising sewers
• Working on opening up the parks for the season

APPROVAL OF THE VOUCHERS:
MOTION by Van Rossum/Geurts to approve the vouchers. No further discussion. Motion carried in a voice vote, 5-0.

CLOSED SESSION:
1. The Town Board may convene into closed session pursuant to WI State Statute 19.85(1)(e) deliberating or negotiating the purchase of public property, investment of public funds, or conducting other specified public business when competitive or bargaining reasons require a closed session.
MOTION by Danen/Geurts for the Town Board to convene into closed session pursuant to WI State Statute 19.85(1)(e) deliberating or negotiating the purchase of public property, investment of public funds, or conducting other specified public business when competitive or bargaining reasons require a closed session. The Board may then reconvene into open session to take action on items discussed in closed session. Roll call vote: Danen – Aye, Geurts – Aye, Van Rossum – Aye, M. Danen – Aye, Peltier – Aye. MOTION carried in a roll call vote 5-0.

The Town Board convened into closed session at 6:36 PM.

MOTION by Danen/Geurts to reconvene into open session. No further discussion. Motion carried in a voice vote, 5-0. The Town Board reconvened into open session at 6:54 PM.

2. The Town Board may remain in closed session pursuant to WI State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises authority. The purpose is to review and confirm the recommendation on the Public Works Crew Member 1 position.
MOTION by Danen/Van Rossum for the Town Board may remain in closed session pursuant to WI State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises authority. The purpose is to review and confirm the recommendation on the Public Works Crew Member 1 position. The Board may then reconvene into open session to take action on items discussed in closed session. No further discussion. Roll call vote: Danen – Aye, Geurts – Aye, Van Rossum – Aye, M. Danen – Aye, Peltier – Aye. MOTION carried in a roll call vote 5-0.

The Town Board convened into closed session at 6:59 PM.

MOTION by Danen/Geurts for the Town Board to reconvene into open session. No further discussion. Motion carried in a voice vote, 5-0. At 6:59 PM, the Town Board reconvened into open session

Chairman Danen was excused at 7:00 PM.

3. The Board may then reconvene into open session to take action on items discussed in closed session.
No action was taken by the Town Board as a result of the closed session.
ADJOURNMENT:

MOTION by Van Rossum/Geurts to adjourn. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 7:05 PM.

Charlotte K. Nagel, Clerk
Town of Ledgeview, Brown County, WI