

The Ledgeview Town Board held a meeting on **Tuesday, July 17, 2018 at 4:30 p.m.** at the Public Works Building located at 1915 Scray Hill Road, De Pere, WI 54115.

**A. CALL TO ORDER**

The meeting was called to order by Chairman Danen at 4:30 p.m.

**B. ROLL CALL**

Members present were Chairman Danen, Supervisors Ken Geurts, Renee Van Rossum, and Cullen Peltier. Supervisor Mark Danen was excused.

Staff present were Administrator Sarah Burdette, Engineer Scott Brosteau, Treasurer Renae Peters, Public Works Crew Member Andy Tenor, and Clerk Charlotte Nagel.

**C. AGENDA APPROVAL**

Chairman Danen explained the June 28, 2018 Town Board Minutes are to be removed from the Consent Agenda, they're not ready for approval.

MOTION by Geurts/Van Rossum to approve the agenda as amended. No further discussion. Motion carried in a voice vote, 4-0.

**CONSENT AGENDA**

1. Regular Board Meeting Minutes:
  - a. June 19, 2018 Town Board Meeting
  - b. ~~June 28, 2018 Special Town Board Meeting~~
2. Routine Reports: None.
3. Committee/Commission Reports: None.
4. Operator's Licenses: June 18, 2018 – July 17, 2018.
5. Other Committee Minutes. Accept and place on file:
  - a. June 13, 2018 Zoning & Planning Minutes
  - b. May 23, 2018 Central Brown County Water Authority Minutes
  - c. May 24, 2018 Beautification Committee Minutes
6. Pay Requests:
  - a. Boldt Invoice 16200-010 Community Center/Fire Station \$284,321.44.
  - b. Pay Request #1 for Zelten and Dollar Road parks, Contract B-2018, to Duame Sand and Gravel for \$14,247.05.
  - c. Pay Request #1 for Hawthorne Heights and Olde School Square, Contract C-2018, to Duame Sand and Gravel for \$92,326.69.
7. Special Event & Street Closure Permits:
  - a. Cellcom Customer Appreciation Event, Chicago Street Pub & Grill Parking Lot, Thursday, July 19, 2018 from 10:00 am – 7:00 pm
  - b. Rodeo & Band Event at Dollar Hill Equestrian Center, Sunday, August 26, 2018 from 2:00 pm – 9:00 pm.
  - c. LedgeFest, September 29, 2018 from 11:00 am to 3:00 pm at Scray Hill Park, 1865 Scray Hill Road. Approval includes the Special Event Permit, Temporary Class "B"/"Class B" Retailer's License and \$1,500 Town donation.
  - d. Africa Hope Run Spring Lake Church, Special Event Street Closure Permit, Saturday, October 20, 2018 from 4:00 am – 1:00 pm.

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.

Mr. Brandini was in attendance and addressed The Board regarding the incident that took place under the previous Special Event Permit at Dollar Hill Equestrian Center on May 27, 2018. Mr. Brandini advised The Board that he plans on contracting with Brown County Sheriff's Department for two deputies in addition to the regular security staff for August 26, 2018 Rodeo and Band. The Board sternly warned Mr. Brandini that they would accept the additional two deputies, however, if there's a problem at this event, there would be no further approved Special Event Permits for Dollar Hill Equestrian Center. Mr. Brandini confirmed his understanding of this warning.

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

**PUBLIC COMMENT:** None.

**PUBLIC HEARING:** None.

**ZONING & PLANNING:** None.

**NEW TOWN FACILITIES:**

**1. Review image options for dedication plaque.**

The Board reviewed some pictures of dedication plaques. They like the sample from Bellevue's the best, however, will defer to the staff to provide the detailed information.

**NEW BUSINESS:**

**1. Discussion of July 31, 2018 deadline for submittal of comments to Livestock Facility Siting Board regarding Ledgeview Farms, LLC request for Review of Decision regarding an Application for Local Approval.**

On June 4, 2018 Ledgeview Town Board denied Ledgeview Farms, LLC, Livestock Siting/Conditional Use Permit Application. Part of the Livestock Siting Process allows for an administrative review appeal to the Livestock Siting Board which is part of the Department of Agriculture, Trade, & Consumer Protection (DATCP). Part of the review process allows for property owners within a two (2) mile radius of the property in question may provide written comments to the Livestock Siting Board for consideration. The deadline for comments is July 31st. The Town Office is receiving questions from property owners who wish to submit comments to the Livestock Siting Review Board on the details on how to do this. Staff would like Board direction on how to provide this information to residents. The Board advised to provide the submittal requirements to residents via the Town's website and social media avenues.

**2. Recommendation from Redevelopment Authority to approve Development Agreement between Town of Ledgeview and Olde School Square Development relating to site improvements.**

Chairman Danen recused himself from any discussion or approval of this item for conflict of interest reasons.

The Developer's Agreement is for the traffic and pedestrian flow accommodations in Olde School Square. The Town is responsible for the East Main Entrance, the Olde School Square Association is responsible for the remainder of the site. Completion brings Olde School Square in compliance with the original development requirement, set forth by the Town, of pavement or grass throughout the square on travel patterns.

MOTION by Geurts/Van Rossum to approve the Development Agreement for Olde School Square relating to site improvements. No further discussion. Motion carried in a voice vote, 3-0-1 with Chairman Philip Danen abstaining from any discussion or approval.

3. **Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703, Wisconsin Statutes, for Road Reconstruction and Installation of Curb, Gutter, Sidewalk and Storm Sewer, Including Engineering and Administration, on Dollar Road beginning approximately 720 feet west of the intersection of Dollar Lane and Dollar Road and proceeding west along Dollar Road for 800 feet in the Town of Ledgeview, Brown County, Wisconsin.**

This is the first step in the Special Assessment Process. Approval of the Preliminary Resolution allows the engineer to start design of the project. This project will allow for tie-in to The Crossing Second Addition from Dollar Road.

MOTION by Peltier/Van Rossum to approve the Preliminary Resolution for Special Assessments. No further discussion. Motion carried in a voice vote, 4-0.

4. **Recommendation to authorize staff to proceed with the creation of Tax Incremental Financing District #2.**

With the elector approval to purchase Ledgeview Golf Course contingent upon the creation of Tax Incremental Financing District #2, this is the next step in that process. Approval authorizes the staff to proceed with said creation.

MOTION by Van Rossum/Peltier to authorize the staff to proceed with the creation of Tax Incremental Financing District #2. No further discussion. Motion carried in a voice vote, 4-0.

5. **Amend Shopko Express #501 Liquor License naming Sharon Belongia as the new agent.**

A Liquor License Agent Change requires Town Board approval. Staff recommends approval of Sharon Belongia as the new agent for Shopko Express.

MOTION by Van Rossum/Geurts to approve Sharon Belongia as the new Alcohol Agent for Shopko Express. No further discussion. Motion carried in a voice vote, 4-0.

6. **Authorization to recruit for additional general office personnel.**

Staff is looking to enhance the front desk needs by potentially adding an additional person.

MOTION by Van Rossum/Peltier to approve advertising for additional general office personnel. No further discussion. Motion carried in a voice vote, 3-0-1 with Geurts abstaining for Personnel Committee membership reasons.

**OLD BUSINESS:** None.

**COMMUNICATIONS:** None.

**ORDINANCES:** None.

**REPORTS:**

**Administrator:**

- Oak Ridge Circle resident correspondence regarding improvements from Parker to Garrett Street.
- New Manager for Central Brown County Water Authority started.
- Updates given on the schedule for the New Community Center/Fire Station No. 1.
- John Knaus filed an appeal to the Federal Court.
- Park Committee updates were given.

- De Pere Baseball received a huge donation and is ready to start construction on the ball fields at Scray Hill Park. Staff to work out the details.
- A comprehensive look at future projects will be given soon.
- Advised of some questionable activity at Scray Hill Park.

**Clerk:**

- Preparing documents for submittal to the Livestock Siting Review Board.
- Working on some large open records requests.
- Preparing for the August 14<sup>th</sup> Partisan Primary Election.

**Engineer:**

- Evaluated the flooding in Mystery Valley complaints and determined that cause was flash flooding due to nature and bare ground not soaking up the water fast enough to keep up with drainage.
- Advised that contractors schedules are booked for the remainder of the year. Wanted to know if Town Board would be willing to bid Scray Hill Road improvement with Oak Ridge Circle improvements to get a better cost for both projects in 2019. The Board is willing to wait for cost savings purposes.
- Projects currently out to bid are:
  - Arcadian Lane
  - TIF #1 in filling
  - The Crossing at Dollar Creek Second Addition Watch for contract award on the next agenda.

**Planner:**

- Working with the Titular Family on some pre-plats that will be coming forward.
- Working with owners on the design of the Eventyr property.

**Treasurer:**

- Cash Reports were received by The Board.
- Budget process is starting. Look for approval of policies and timeline on the next agenda.

**Public Works:**

- Working on the following list of projects:
  - Cutting tree branch overhanging in the right of way.
  - Road shouldering is in progress.
  - Chipsealing is out to bid.
  - Utility ToolCat machine is in. Working on setup and then will use to cut the The Crossing at Dollar Creek trail to the waterfall.
  - Pond maintenance
  - Cutting ditches back

**Fire Department:**

- No fires to report.
- Vets Motorcycle Ride went very well.
- Active Shooter Training was held at the old Ledgeview Nursing Home.
- Moving into the new building is going alright.

**APPROVAL OF THE VOUCHERS:**

**MOTION** by Geurts/Peltier to approve the vouchers. No further discussion. Motion carried in a voice vote, 4-0.

**ADJOURNMENT:**

**MOTION** by Danen/Geurts to adjourn. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 5:10 p.m.

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