

The Ledgeview Town Board held a meeting on **Tuesday, August 21, 2018 at 4:30 p.m.** at the Community Center located at 3700 Dickinson Road, De Pere, WI 54115.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all in attendance.

ROLL CALL

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

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

AGENDA APPROVAL

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

CONSENT AGENDA

1. Regular Board Meeting Minutes:
 - a. August 6, 2018 Town Board Meeting
2. Routine Reports:
 - a. Review and adopt budget policies and calendar to be used in 2019 budget preparations.
3. Committee/Commission Reports:
 - a. Recommendation from Park & Rec committee to approve Ledgeview Bike Loops.
4. Operator's Licenses: August 4, 2018 – August 20, 2018.
5. Other Committee Minutes. Accept and place on file: None.
6. Pay Requests:
 - a. Pay request #2 for KCG Excavating, Creamery Road Bridge, Contract A-2018 for \$33,920.92.
 - b. Pay Request #2 for Duame Sand & Gravel, Hawthorne Heights and Olde School Square, Contract C-2018 for \$185,308.74.
 - c. Pay Request #2 for Duame Sand & Gravel, Zelten and Dollar Road Parks, Contract B-2018 for \$22,129.49.
7. Special Event & Street Closure Permits:
 - a. Graystone Ale House, 3711 Monroe Road, Ears, Beers, & BBQ Event, Friday, August 31, 2018 from 3:00 – 11:00 pm. 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 Geurts/Van Rossum to approve the Consent Agenda. No further discussion. Motion carried in a voice vote, 5-0.

PUBLIC COMMENT: None.

PUBLIC HEARING: None.

ZONING & PLANNING:

Approved at the September 18, 2018 Town Board Meeting.

- 1. Review and make recommendation on the request from Shane Raymaker of CR Structures Group, Inc., agent for Allison Kline-Weichelt of Sash & Bow, owner, for a Building, Site, and Operation Plan Application for parcels D-1610, D-1611, D-1613, and D-1614, 2200 Dickinson Road (Olde School Square), for a Wedding and Special Events Center.**

The petitioner is requesting review for the proposed development of an approximately 11,000 ft wedding and special event venue as well as an amendment to the Condominium plat located on units 10, 11, 13, & 14 of Olde School Square on the southern border adjacent to the East River Trail. The proposed building also includes an approximately 5,000 ft outdoor space and reserves a portion of the east end of the site for a future structure. Hours of operation are expected to be 12 pm through the evening with peak events on weekends. It is unclear if the proposed has been submitted to the Olde School Square Association for comment and approval. A Tax Increment Financing (TIF) request is anticipated for this development.

After review, it is determined that the project is compliant with current zoning code and is given a recommendation of approval with the following is conditions:

1. Review and approval of a revised condominium plat.
2. Provide an understanding of how refuse collection will work and if a new facility is needed, where it will be located.
3. Updated condominium documents provided to the Town.
4. Provide a landscape, lighting, and signage plan.

There was discussion on providing appropriate parking, building materials, signage, and the handling of waste. It was determined that the building materials, signage and waste handling was worked out between the developer and the Condo Association. Parking should be addressed through TIF District request that's anticipated.

MOTION by Van Rossum/Peltier to recommend approval with conditions recommended by Zoning & Planning. No further discussion. Motion carried in a voice vote, 5-0.

NEW TOWN FACILITIES: None.

NEW BUSINESS:

- 1. Review and approve contract between Town of Ledgeview and Kittel Trucking for annual snow removal.**

This is an annual contract for snow removal.

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

OLD BUSINESS: None.

COMMUNICATIONS: None.

ORDINANCES: None.

REPORTS:

Administrator:

- A status update was given on the new building and the outstanding construction items.
- Redevelopment Authority and Zoning & Planning will be reviewing some developments in Tax Increment Financing District #1.

Clerk:

- Election update was given on the August 14th primary.

Approved at the September 18, 2018 Town Board Meeting.

Engineer:

- The finishing touches are being done with the Olde School Square paving.
- Status update was given on both the Zelten Family and Dollar Parks.
- Update was given on the trails.
- Update was given on the Heritage Heights and Grand Ridge Subdivisions.
- Special Assessment Public Hearing for Hawthorne Heights will be at the next meeting.

Treasurer:

- Working on the 2019 Budget.

Public Works:

- Working on the following list of projects:
 - Road Shouldering
 - Regarding of stormwater ponds
 - Grass cutting
 - Building controls

APPROVAL OF THE VOUCHERS:

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

CLOSED SESSION:

1. **The Town Board may enter into closed session pursuant to WI State Statute 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for the purpose of reviewing a request for financing in Tax Increment District #1.**

MOTION by Van Rossum/Geurts for the Town Board to enter into closed session pursuant to WI State Statute 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for the purpose of reviewing a request for financing in Tax Increment District #1. Roll call vote: Geurts – Aye, Van Rossum – Aye, Phil Danen - Aye, Peltier – Aye, Mark Danen - Aye. MOTION carried in a roll call vote, 5-0. At 5:21 p.m. the Town Board entered into closed session.

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

At 5:35 pm, the Town Board reconvened into open session. No action was taken.

2. **The Town Board may remain in closed session pursuant to WI State Statute 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for the purpose of reviewing BASGIG Investors, LLC, Tax Increment District #1 Financing Application.**

MOTION by Phil Danen/Mark Danen for the Town Board to enter into closed session pursuant to WI State Statute 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for the purpose of reviewing BASGIG Investors, LLC, Tax Increment District #1 Financing Application. Roll call vote: Geurts – Aye, Van Rossum – Aye, Phil Danen - Aye, Peltier – Aye, Mark Danen - Aye. MOTION carried in a roll call vote, 5-0. At 5:21 p.m. the Town Board entered into closed session.

At 5:36 p.m. the Town Board entered into closed session.

MOTION by Geurts/Van Rossum to reconvene into open session. MFD. Motion carried in a voice vote, 5-0.

The Town Board reconvened into open session at 5:50 p.m. No action taken.

3. **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 make recommendation on the Public Works Crew Member 1 position and the Administrative Assistant position.**
4. MOTION by Geurts/Van Rossum for the Town Board to enter into 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 make recommendation on the Public Works Crew Member 1 position and the Administrative Assistant position. Roll call vote: Geurts – Aye, Van Rossum – Aye, Phil Danen - Aye, Peltier – Aye, Mark Danen - Aye. MOTION carried in a roll call vote, 5-0. At 5:51 p.m. the Town Board entered into closed session.

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

At 6:02 p.m., the Town Board reconvened into open session.

MOTION by Phil Danen/Geurts to approve the hire of the Administrative Assistant as recommended by the Personnel & Finance Committee. The motion carried unanimously.

5. **The Town Board may then reconvene into open session to take action on items discussed in closed session.**
See closed session minutes above.

ADJOURNMENT:

MOTION by Phil Danen/Peltier to adjourn. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 6:04 p.m.

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