

The Ledgeview Town Board held a meeting on **Tuesday, April 16, 2019 at 6:00 PM** in the Community Room located at Ledgeview Community Center, 3700 Dickinson Road, De Pere, WI 54115.

CALL TO ORDER

The meeting was called to order by Chairman Danen at 6:00 PM.

ROLL CALL

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

Staff present were Administrator Sarah Burdette, Planner Dustin Wolff, Engineer Scott Brosteau, Treasurer Renae Peters, Public Works Director Dave Strelcheck, Public Works Superintendent Andy Tenor, Fire Chief Todd Hendricks, and Clerk Charlotte Nagel.

AGENDA APPROVAL

Staff advised there were changes to the agenda. Zoning & Planning Item 2 needs to be stricken, it's not ready for Board action, and the Closed Session needs to be moved to after Public Comment to accommodate schedules.

MOTION by Peltier/M. Danen to approve the agenda with the above noted changes. No further discussion. Motion carried in a voice vote, 5-0.

CONSENT AGENDA

1. Regular Board Meeting Minutes:
 - a. April 1, 2019 Town Board Meeting.
2. Routine Reports: None
3. Committee/Commission Reports: None
4. Operator's Licenses: April 1, 2019 – April 15, 2019
5. Other Committee Minutes:
 - a. January 2, 2019 Sanitary District Commission Minutes
 - b. March 13, 2019 Zoning & Planning Commission Minutes
6. Pay Requests:
 - a. Approve pay request #4 for Contract G-2018, Crossing 2nd Addition to Jossart Brothers for \$98,497.84.
7. Special Event & Street Closure Permits: None.

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/Geurts to approve the Consent Agenda as written. No further discussion. Motion carried in a voice vote, 5-0.

PUBLIC COMMENT:

Ken Rosenthal, 3975 N. Parker Way – Mr. Rosenthal was at the Zoning & Planning Meeting to hear discussion and recommendation on the Lexington Home Monroe Road Development. Mr. Rosenthal disagrees with the development because of the lot size and the pricing of the homes in this particular area.

After three calls for public comment, no other comments were heard.

CLOSED SESSION:

Approved at the May 6, 2019 Town Board Meeting.

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 Eventyr Heights LLP and August Hills LLC Developments with regard to Tax Increment District #2.**
2. **The Town Board may remain in closed session pursuant to WI State Statute 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.**
3. **The Town Board may reconvene into open session to take action on the matters discussed in closed session.**

MOTION by P. Danen/ Van Rossum for the 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 Eventyr Heights LLP and August Hills LLC Developments with regard to Tax Increment District #2 and to remain in closed session pursuant to WI State Statute 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, and may reconvene into open session to take action the matters discussed in closed session. No further discussion. Roll call vote: M. Danen – Aye, Van Rossum – Aye, P. Danen – Aye, Van Rossum – Aye, Peltier – Aye. Motion carried in a roll call vote, 5-0.

At 6:02 PM, the Town Board convened into closed session.

MOTION by P. Danen/Van Rossum for the Board to reconvene into open session to take action on matters discussed in closed. No further discussion. Motion carried in a voice vote, 5-0.

At 6:29 PM, the Town Board reconvened into open session. No action was taken on matters discussed in closed.

ZONING & PLANNING:

1. **Recommendation from Zoning & Planning on the request by Chip MacDonald of MacDonald Lumber on a Building, Site, and Operation Plan Application on parcel D-122-6, located on 3175 Wall Street, for building improvements at Wall Street Warehouse.**

The petitioner is proposing some minor building improvements, a wind break barrier in front of the service door and to add/alter their office/lunch room by adding two windows. The Zoning & Planning Commission recommends approval of the proposed improvements conditioned upon the following:

1. Provide construction details for the wind screen.
2. Provide location and construction details for a refuse enclosure.
3. Installation of the required landscaping.
4. Building permit for the proposed improvements to include the refuse container screening enclosure and the site landscaping.
5. Building inspector to confirm the completion of the required conditions with the permit.

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

- ~~2. Recommendation by Zoning & Planning on the request by Joel & Bridget Hein, Terry & Stephanie Albrecht, and Matthew & Judith Umentum for a public road vacation application as a condition of~~

~~approval of a Certified Survey Map on parcels D-212-4, D-211-1, D-211, and D-209 located on Hawthorn Heights Drive.~~

This item was stricken under Agenda Approval. See above item for further information.

OLD BUSINESS: None.

NEW BUSINESS:

1. Discuss and act on the 2018 Town Audit Report.

Treasurer Peters went through the 2018 Audit Report provided by CliftonLarsonAllen, the town's contracted audit firm. There was time for questions and answers.

MOTION by Geurts/Van Rossum to approve the 2018 Audit Report provided by CliftonLarsonAllen. No further discussion. Motion carried in a voice vote, 5-0.

2. Recommendation by both Park & Recreation Committee and Zoning & Planning Commission for approval of the proposed update amendments to the 2019-2024 Park & Recreation Plan.

The primary purpose of this Plan is to proactively guide the development and improvement of Ledgeview's outdoor recreation facilities in order to meet the recreational needs and demands of the local residents. Although this Plan addresses the long-range, comprehensive park and open space needs of the community, it focuses on strategic recommendations for development over the next five-year period in order to meet those long-term needs.

The document was crafted by the Parks & Recreation Committee, reviewed and recommended for approval by the Zoning & Planning Commission.

MOTION by Peltier/M. Danen to approve the proposed updated amendments to the 2019-2024 Park & Recreation Plan. No further discussion. Motion carried in a voice vote, 5-0.

3. Recommendation from Park & Recreation Committee for approval of the proposed Bicycle & Pedestrian Master Plan.

The goals & objectives of this plan is to allow users of all abilities to travel to a variety of destinations in Town & adjacent communities, design roads to be bike & ped friendly with adjacent land topography, design safe paths & trails for all sources of transportation, to use as a tool to support engineering improvements.

MOTION by Peltier/Geurts to approve the proposed Bicycle & Pedestrian Master Plan. No further discussion. Motion carried in a voice vote, 5-0.

4. Discuss and act on County Bridge Fund allocation for 2018.

This is an annual contribution approved by the electors at the Annual Meeting for Brown County to match the Town's contribution for bridge and stormwater maintenance.

This year the recommendation is to \$150, 000 into the County Bridge fund for bridge and stormwater maintenance. This is approved at the Annual Meeting by the electors, therefore no action is required on this item.

5. Accept the 2019 MS4 (Municipal Stormwater) Annual Report for the Town of Ledgeview.

This is an annual permit in which the town is required to get from Wisconsin Department of Natural Resources for Municipal Stormwater Management Program.

MOTION by Van Rossum/Geurts to approve the 2019 MS4 Annual report. No further discussion. Motion carried in a voice vote, 5-0.

6. Review and approve the Department of Public Works Guide.

Developed by the Public Work Director, Dave Strelcheck, the Guide Book is packed with information on the why's, the how's, and the outcomes of the many Public Works tasks. The Guide Book is an education tool to help residents understand the background of why the Public Works Department does what they do and how. The Guide Book will be on the website and available to the residents in hard copy.

MOTION by Van Rossum/M. Danen to approve the Public Works Guide as written. No further discussion. Motion carried in a voice vote, 5-0.

7. Review and approve the Ledgeview Community Center Rental & Use Policy.

The Community Center Rental & Use Policy was presented to the Board at the last meeting under the Clerk's Report because staff needed Board feedback. Board feedback was incorporated into this version up for approval tonight. This policy is meant to be a flexible document at this point, subject to changes as needs arise.

MOTION by Peltier/M. Danen to approve the Ledgeview Community Center Rental & Use Policy as written. No further discussion. Motion carried in a voice vote, 5-0.

8. Recommendation to approve the Ledgeview Fire Department Application for a Temporary Class "B" Retailer's License for the sale of fermented malt beverages at the Ledgeview Fire Department's Booyah & Bake Sale to be held on Sunday, May 5, 2019 at the Ledgeview Community Center & Fire Station No. 1 located at 3700 Dickinson Road, De Pere, WI 54115.

This Temporary Class "B" Retailer's License is to allow for the sale of fermented malt beverages at the Ledgeview Fire Department Booyah & Bake Sale on Sunday, May 5, 2019, which is an annual event.

MOTION by Van Rossum/Geurts to approve the Temporary Class "B" Retailer's License for the Fire Department's Booyah & Bake Sale Sunday, May 5, 2019. No further discussion. Motion carried in a voice vote, 5-0.

COMMUNICATIONS: None.

ORDINANCES:

1. Ordinance – Second Reading:

a. Ordinance 2019-06 Amending Chapter 94 Streets and Sidewalks, Article VI Rights-of-Way and Easements.

This amendment creates additional enforcement mechanisms for the Town to protect the public interest in Town rights-of-way and easements. This coincides with the fee amendment above. This ordinance is subject to the required three readings. No action taken.

REPORTS:

Administrator:

- Working with other Brown County Municipalities on Short Term Rental/Tourist Rooming Homes.
- Municipal Treasurer's Appreciation Week. Thanked Renae and Tim for their service.
- The Park & Recreation Committee will meet on April 17, 2019.

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- Ledgeview Farms, LLC. Siting and Conditional Use Permit application and related appeal to the Livestock Siting Board are under staff review and preparation for appropriate timelines/action. Staff will work on completing the record submittal to DATCP by the necessary deadline.
- Attended preconstruction meeting today with Rettler and H&H for the baseball fields construction.
- Working with legal on responses related to the Creamery Road bridge matter.
- A draft Park, Recreation, & Forestry Director job description will be reviewed at the Park Committee meeting and a future Personnel & Finance Committee meeting. Will be on the May 6th Town Board Agenda.
- The De Pere School District Superintendent reached out for updated development information as the District works on adjusting school boundaries.
- Staff has been working with Lexington Homes regarding meeting dates/timelines for submittal of his project on CTH GV as well as the related developer's agreement draft.
- Attended the groundbreaking for The Ledge Crest Reserve and Augusta Hills/Eventyr Condominium.
- Working on odds/ends and some minor building maintenance with Boldt on the building while we are still under the one-year warranty.
- Development Inquiry Odds/Ends with many contractors inquiring about the old Shopko Express building, looking to split the building into two sides. Putting together some next steps with planning, engineering, etc. regarding strategy for recommendation on development of the property on the southwest corner of G/GV.

Clerk:

- Gave April 2, 2019 Election stats.
- Gave a update of the schedule of events.

Planner:

- Working with Brown County on county setbacks.

Engineer: Nothing to report.

Treasurer:

- Projection of GTA
- 2018 & 2019 Shared revenues

Public Works:

- Spring Road Evaluation near completion
- Capital Project Reorganization
- Road stenciling has started
- Road Weight Limits are lifted
- Parks are opened for the season
- Packers First Down Trees are being planted
- Stripping of the athletic fields is going done
- Remainder of the Town banners are going up

Fire Chief:

- Blue Card Command computer program is being analyzed for potential purchase for Fire Department Training. The Blue Card program is a local hazard zone command training and certification program. It

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is designed for fire department members who respond to and manage NIMS type 4 and 5 IDLH incident operations.

- 75% of the first half of the fire inspections are completed.
- Booyah & Bake Sale, Sunday, May 5th. All are welcomed.

Board Comments: None.

APPROVAL OF THE VOUCHERS:

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

ADJOURNMENT:

MOTION by P. Danen/Geurts to adjourn. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 6:53 p.m.

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