

The Ledgeview Town Board held a meeting on **Tuesday, June 18, 2019 at 4:30 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 Phil Danen at 4:30 PM.

#### **ROLL CALL**

Members present were Chairman P. Danen, Supervisors Renee Van Rossum, Cullen Peltier, and Al Cheslock. Supervisor Mark Danen was present via phone.

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

#### **AGENDA APPROVAL**

Staff advised there were no changes to the agenda.

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

#### **CONSENT AGENDA**

1. Regular Board Meeting Minutes:
  - a. June 3, 2019 Town Board Meeting.
2. Routine Reports: None.
3. Committee/Commission Reports:
  - a. Recommendation from Beautification Committee and Parks & Recreation Committee regarding the Public Land Demarcation Plan.
  - b. Recommendation from Beautification Committee and Parks & Recreation Committee regarding the Banner Extended Year Plan.
  - c. Recommendation from Beautification Committee and Parks & Recreation Committee regarding the Holiday Lights Extended Year Plan.
4. Operator's Licenses: June 3 - June 17, 2019
5. Other Committee Minutes. Accept and place on file:
  - a. May 15, 2019 Zoning & Planning Minutes.
  - b. May 1, 2019 Sanitary District Minutes.
  - c. May 13, 2019 Beautification Sub-Committee Minutes.
6. Pay Requests: None
7. Special Event & Street Closure Permits:
  - a. 21 Gun Roadhouse, 4344 Lime Kiln Road, Vets Motorcycle Ride, Saturday, July 13, 2019 from 1:00 p.m. – 7:00 p.m. The Liquor License will be amended to cover the event.
  - b. 21 Gun Roadhouse, 4344 Lime Kiln Road, Truck & Tractor Pull, Saturday, August 24, 2019 from 1:00 p.m. – 11:00 p.m. The Liquor License will be amended to cover the 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 as written. No further discussion. Motion carried in a voice vote, 5-0.

Approved at the July 1<sup>st</sup> Town Board Meeting.

**PUBLIC COMMENT**

Deb Wessner, Aging & Disability Resource Center of Brown County – Talked about The Center and the different programs that they offer as part of their public outreach program.

After three calls, none were heard.

**PUBLIC HEARING: The Town Board will hear comments on and may take action on the following:**

- 1. Review and approve Annual Class A / Class B Liquor and Cigarette License Applications for the following:**  
**Class “A” Beer, “Class A” Liquor, & Cigarette: Ledgeview Shell, Red Bird BP, I-43 Shell, Piggly Wiggly, Kwik Trip 594.**  
**Class “B” Beer, “Class B” Liquor: Bleu Restaurant, The Ledge Crest Reserve, Chicago Street Pub & Grill, The Creamery, Graystone Ale House, Ledgeview Golf Course, Redwood Inn, Terry’s Wall Street Pub, 21 Gun Roadhouse.**  
**Class “B” Beer: Dollar Hill Equestrian Center.**

Chairman P. Danen opened the public hearing at 4:39 PM. After three calls for public comment, none was heard. Chairman P. Danen closed the public hearing at 9:40 PM.

There was lengthy discussion regarding Dollar Hill Equestrian Center’s Liquor License and the problems associated with the rodeo hosted there. The Board decided that the majority of the problems stem from the approved Special Event Permit, not with the liquor license. Therefore, they decided that they would allow for the liquor license and/or deal with these issues under the Special Event Permit.

Staff advised that the remainder of the liquor licenses had no related issues and gave clarification on The Creamery and The Ledge Crest Reserve which is highlighted in a memo to the Board.

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

**ZONING & PLANNING:**

- 1. Recommendation from Zoning & Planning on the request by Jean Challe of Jones Signs, agent for property owner Jaspreet Ahuja of Jade AA Investments, LLC for Sign Permit Application on parcel D-1544 located at 3705 Monroe Road.**

With the closing of Shopko Express, this application is to install new signage on the west and north elevations. The new sign on the west elevation is proposed to be installed over the entry where the original Shopko Express sign was located, and to replace the clock with a logo sign. The Zoning & Planning Commission recommends approval with the following conditions:

1. To replace the existing Shopko Express sign on the building as individually mounted letters; not channel mounted on a raceway.
2. Permission to replace the existing clock with a round Dollar Tree logo sign. If petitioner wishes to illuminate the logo, architectural light fixtures will be required to do so. Internal illumination of the logo is not permitted.

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

- 2. Recommendation from Zoning & Planning on the request by owner/agent Jaspreet Ahuja of Jade AA Investments, LLC for a Business, Site, and Operations Plan on parcel D-1544 located at 3705 Monroe Road.**

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Again, with the closing of Shopko Express, the new owners are proposing to reconfigure the building to accommodate multiple users. As such, the petitioner is requesting approval of exterior building alternations to add another doorway and other architectural elements on the west elevation. Zoning & Planning Commission recommends approval with the following conditions:

1. Add awning to left side of west elevation.
2. Add proposed cornice to left side of west elevation.
3. Add decorative EIFS molding to left side of west elevation
4. Any lighting changes at the new entry to comply with the Town lighting code.

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

**3. Recommendation from Zoning & Planning on the request by owner/agent Todd Welsing of 21 Gun Roadhouse for a Business, Site, and Operations Plan on parcel D-259 located at 4344 Lime Kiln Road.**

The parcel is a tavern/restaurant. The petitioner is requesting approval of a Building, Site, and Operation Plan to add concrete pavement and a walk-in cooler at the rear of the building. The concrete pavement will also provide an awning to accommodate smoking in the rear of the building verses the current front of the building location. The Zoning & Planning Commission recommends approval as submitted.

MOTION by Peltier/M. Danen to approve the Building, Site, and Operations Plan for 21 Gun Roadhouse as submitted. No further discussion. Motion carried in a voice vote, 5-0.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**1. Discussion on Ledgeview Sanitary District No. 2 Operations Structure.**

With recent personnel changes to the Sanitary District Commission, it's a good time to evaluate the operations structure. Staff provided information pointing out the pros/cons of remaining a Sanitary District or converting to a Utility. There really isn't much difference except for financially. The Board determined that remaining a sanity district is the better option given that there is a person will to be on the Sanitary District Commission to replace the outgoing Commission President. However, the Board also wants a periodic evaluation of the operations structure to occur in the future.

No action taken.

**2. Approval of Security Fence Permit Application for Tim Kerkhoff of Fence Link Inc, agent for Kurt Caprario, owner, for a corner lot security fence on parcel D-1274 located at 2060 West Higgins Hill.**

The Petitioner would like to install a 6-foot security fence on a corner lot. Town Board Approval is required for all security fences 6-feet in height or greater by code.

Staff reviewed the application according to the Town's Code and found the proposed security fence location complies with the zoning code. Staff's opinion is that the proposed 6-foot tall security fence materials are consistent with the character of the property and surrounding area. Staff recommends approval to the Town Board.

MOTION by Peltier/M. Danen to approve the Security Fence Permit Application as submitted. No further discussion. Motion carried in a voice vote, 5-0.

**3. Approval of Security Fence Permit Application for agent/owner Ronnie Johnsen for a corner lot security fence on parcel D-1284 located at 2098 West Higgins Hill.**

The petitioner would like to install a 5-foot security fence on a corner lot. Town Board Approval is required for all security fences by code. Staff's opinion is that the proposed 5-foot tall security fence materials are consistent with the character of the property and surrounding area. Staff recommends approval to the Town Board.

MOTION by Peltier/Cheslock to approve the Security Fence Permit Application as submitted. No further discussion. Motion carried in a voice vote, 5-0.

**COMMUNICATIONS:** None.

**ORDINANCES:** None.

**REPORTS:**

**Administrator:**

- Beautification Sub-Committee forwarded a Public Land Demarcation Plan and priority list of projects that the Park Committee approved. This item is on the Town Board consent agenda.
- Viewshed Analysis Project and establish priority Environmentally Sensitive Areas is nearly complete. The committee will review the final draft document and will likely complete in July for review by the Town Board thereafter.
- Discussed desired improvements in Van Straten Family Park located in Grand Ridge Subdivision. Staff is working with Glenmore to identify the appropriate process to detach the portion of Glenmore that is owned by Ledgeview and the part of the Mary Scray Property that is in Ledgeview.
- De Pere Baseball final agreement is being drafted and will include final costs with the approved bid numbers.
- Working with the sign company to layout park signage at the two new parks with the goal of installation prior to the grand opening for each park. Price estimates are received and next step would be to determine the appropriate procurement process. The grand opening dates are yet to be determined.
- Eagle Bluff park- The Committee reviewed several concepts for how the park could layout. The Eagle Bluff Association is reviewing the preferred concepts and the Town is awaiting feedback from the Association on a preferred concept as well as what their next steps for the land donation could possibly be.
- Gates and security cameras are under review for Scray Hill Park. Will coordinate with the baseball field timing construction. Any final review and action would come before the Town Board, as needed.
- NEW Water has approached area communities about a federal tree grant that they are looking to submit for that would encourage green infrastructure as it relates to stormwater runoff. Municipal partners have been asked to identify a tree quantity and cost estimate for 2020 and 2021. The costs would be reimbursed by the grant. There is a 25% match requirement by the municipality; however that match can be in the form of in-kind labor for planting the trees.
- Ledgeview Farms, LLC. Siting and CUP application and related appeal to the Livestock Siting Board is on the agenda for June 28th at 10:00am. I will attend the meeting, along with one of our legal counsel members.
- Construction on the baseball fields has been fairly minor due to the wet season. There was a construction update meeting today; however, I wasn't able to attend as I had conflicting meetings.
- Park Director interviews took place yesterday and today. A total of 7 candidates were interviewed and I utilized the help of the De Pere and Ashwaubenon Park and Rec Directors for the interview process. I

Approved at the July 1<sup>st</sup> Town Board Meeting.

would envision 2-3 finalists would be brought back in for a second round of interviews with key staff. I estimate that a recommendation to Personnel Committee and then Town Board would occur in July.

- I had a meeting last week with Ledgeview Golf Course, LLC to go over operations to date and to begin discussing future equipment replacement needs; insurance coverage, winter program and a possible year 2 lease. The LLC is interested in discussing a year 2 lease; Gregg Verbeten also informed me that he will be moved out of the house by October 1, as he is building in the Northern Exposure Subdivision. Steve Payant expressed interested in leasing the house upon Gregg's departure.
- Resident Larry Sur continues to pursue discussions with the DOT regarding the request to reduce the speed limit on STH 32/57. He asked for letter of support on the speed reduction and Phil had provided him with such letter. He is now asking to have the Town and De Pere to pursue reaching out to the state elected officials for their help.
- I am working on odds/ends and some minor building maintenance with Boldt on building while we are still under the one-year warranty (June 25). The monument sign will be installed as soon as things dry up. Final landscaping and some maintenance to the stormwater pond need to occur too.
- Southern Bridge/State budget update- the Joint Finance Committee approved Senator Jacque's motion to approve a series of funding amounts in this upcoming biennium. Specifically included in the enumeration is an interchange to be constructed near the intersection of Southbridge Road and Creamery Road, near the Foth building. The motion also includes revenue to complete the studies needed for the interchange and additional lanes on I-41. Next steps are to work with the Governor's office to ensure that the motion remains in the budget.
- Hosted a meeting last week of a technical advisory group of folks from Bay Lakes Regional Planning, DNR EPA, Allouez, Bellevue, and Green Bay relative to working to put a plan in place for the purpose of ideas to revitalize the East River. The goal of the plan is to identify areas for conservation and recreation along the river and to put a timeline for how the goals could be implemented. The plan would then be a tool that could be referenced in seeking federal/state grants as well as other conservation non-profit partners.
- The Redevelopment Authority (RDA) met today to review a TIF request for the Red Hawk Landing subdivision. The RDA has request additional staff review to further any discussions regarding infrastructure improvements. A final developer's agreement would occur after the RDA reviews that data and puts a recommended plan together. That developer's agreement would be on a future Town Board agenda.

**Clerk:**

- Newsletter will hit the mailboxes before July 1<sup>st</sup>
- Fire Pit Ordinance to come forward soon
- Ordinance Codification
- Planning for 2020 Elections with Brown County and other municipalities

**Engineer:**

- Status update on Two-Dollar Park and Zelten Family Park. End of July or August is the targeted completion date.
- Working on The Crossing at Dollar Creek Second Edition utilities.
- Oak Ridge Circle Project coming along nicely. August 31<sup>st</sup> is the target date for completion.
- August Hills sewer and water grading is behind schedule due to weather.

**Treasurer:**

- Budget document update was given
- Letter to Town of Glenmore regarding 60-day notice termination

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**Public Works:**

- Public Works crew has been busy with park maintenance including placing new landscape mulch in planting bed areas in Ledgeview Park and Scray Hill Park as well as the Creamery Road and Winding Waters Way entrances to Ledgeview Park.
- Summer ditch mowing has been completed on all rural Town roads covered by the contract.
- The 2019 Crack Sealing Project has been completed by Asphalt Seal and Repair, the project's low bidder.
- Culvert replacement on Town roadways has started for the 2019 season. The first on Olden Glen has been completed with 2 more to follow in the coming weeks.
- Public Works Director has been working with the Town Engineer on drainage concerns from residents on Wright Circle and North Parker Way. As shown in the photos below the ditch/swale is being severely restricted by the heavy growth of Phragmites as well as Cottonwood and Willow trees. The site was walked on Monday by the Town Engineer, Public Works Director and Operations Superintendent to view the amount of standing water in both the ditch/swale area as well as some rear yards. The Town does not currently have a drainage easement in this area and as a result cannot clean and re-ditch the area without first obtaining easements from all affected property owners. A previous informational meeting with the residents indicated most would be agreeable to providing an easement to the Town. 100% participation from all residents would be needed to move forward with the project. Residents have been sent sample easement language for their review. If all agree to sign the easement documents, work could not take place until early winter due to the standing water and wet ground conditions. This project would most likely be the first of several in the neighborhood that would clean existing drainage areas to improve the flow of water.
- The 2019 Sanitary Sewer Televising and Cleaning project started today and will continue over the next few weeks.

**Fire Chief:**

- SCBA Equipment is delayed by two weeks.

**Board Comments:** None.

**APPROVAL OF THE VOUCHERS:**

MOTION by Van Rossum/Cheslock 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 Tax Increment Financing Application for Ledgeview Properties, LLC.**

MOTION by P. Danen/Peltier for the Town Board to convene 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 Tax Increment Financing Application for Ledgeview Properties, LLC. No further discussion. Roll call vote: M. Danen – Aye, Van Rossum – Aye, P. Danen – Aye, Peltier – Aye, Cheslock – Aye. Motion carried in a roll call vote, 5-0.

At 5:36 PM, the Town Board convened into closed session.

Approved at the July 1<sup>st</sup> Town Board Meeting.

**2. The Town Board may reconvene into open session to take action on the matters discussed in closed session**

MOTION by Van Rossum/Peltier for the Board to reconvene into open session. No further discussion. Motion carried in a vote, 5-0.

At 5:52 PM , the Town Board reconvened into open session. No action taken.

**ADJOURNMENT:**

MOTION by P. Danen/Cheslock to adjourn. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 5:53 p.m.

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