

The Ledgeview Town Board held a meeting on **Tuesday, August 20, 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 Supervisor Cullen Peltier at 4:30 PM.

**ROLL CALL**

Members present were Supervisors Cullen Peltier, Van Rossum, and Al Cheslock. Excused were Chairman P. Danen and Supervisor M. Danen.

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

**AGENDA APPROVAL**

Staff advised Zoning & Planning Item 2 should be stricken from the agenda as a revised Certified Survey Map was not received.

MOTION by Van Rossum/Cheslock to approve the agenda with the noted change. No further discussion. Motion carried in a voice vote, 3-0.

**CONSENT AGENDA**

1. Regular Board Meeting Minutes:
  - a. August 5, 2019 Town Board Meeting.
2. Routine Reports: None.
3. Committee/Commission Reports: None.
4. Operator's Licenses: August 2 – 19, 2019
5. Other Committee Minutes. Accept and place on file:
  - a. July 10, 2019 Zoning & Planning Meeting Minutes.
  - b. June 18, 2019 Sanitary District Commission Meeting Minutes.
6. Pay Requests:
  - a. H&H Civil Change Order #2 in the amount of \$23,191.00 for entry area revisions.
  - b. H&H Civil Change Order #2 in the amount of -\$800.22 for infield dimension revisions.
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 Cheslock/Van Rossum to approve the Consent Agenda as written. No further discussion. Motion carried in a voice vote, 3-0.

**PUBLIC COMMENT:** After three calls, none were heard.

**PUBLIC HEARING:** None.

**ZONING & PLANNING:**

Approved at the September 17, 2019 Town Board Meeting.

**1. Recommendation by Zoning & Planning on the request by Kristina Cappelletti of Fox Cities Sign & Lighting, agent, for a Sign Approval Application for De Leers Legal and Northright Financial located on lot 17A in Olde School Square, 2200 Dickinson Road.**

Staff explained the very lengthy discussion and ultimate recommendation of the Zoning & Planning Commission. The just of the discussion is code does not allow for two signs on a single tent rentable space. However, since the owner of the building is an active partner with Northright Financial as well as a private practicing attorney, Zoning & Planning understood the request for two signs. However, the size of the signage was a bit large for the overall building and didn't comply with code requirements. Therefore, a compromise was reached that two signs would be allowed at a reduced sign, and that one sign would be allowed on the side of the building, however, the size would have to comply with code which is sixty percent of the overall size of the front façade signage.

MOTION by Cheslock/Van Rossum to approve per Zoning & Planning Commission stipulations for the signage. No further discussion. Motion carried in a voice vote, 3-0.

**2. Recommendation by Zoning & Planning on the request by Steve Bieda of Mau & Associate LLP, agent for owner Ted Murray, for a Certified Survey Map on parcel D-230-2 located at 2075 Hawthorne Heights Drive to create three (3) parcels.**

This item was stricken under Agenda Approval.

**3. Recommendation by Zoning & Planning on the request by Ledgeview Park & Recreation Committee on the proposed View Shed Analysis.**

In Summer of 2018, staff and the Town of Ledgeview Parks and Recreation board began efforts to develop the Town's first viewshed analysis. The purpose of the study was to inventory and analyze the Town for priority views and contributing visual characteristics that make it a desirable place to live, work, and play.

Over the last year, regular updates on the viewshed analysis progress were presented at the Parks, Forestry, and Recreation Committee meetings. In addition to review of the document itself, the committee guided the document's recommendations by providing feedback through the following processes.

- Review and discussion of viewshed analysis study methodology and objectives
- Review and discussion of data and findings in the form of inventory and analysis maps
- Discussion of planning tools, recommendations, and findings of the viewshed analysis as it relates to the Town's policies, adopted Comprehensive Outdoor Recreation Plan (CORP) and other guidance documents.
- Developing a strategy to engage the public in the viewshed inventory process. (Photo contest)
- Review and discussion of next steps and implementation efforts in order to establish how the document will be used moving forward.

On July 15th, 2019 the Parks, Forestry, and Recreation Committee made a recommendation of approval for the **Town of Ledgeview Viewshed Analysis, 2019**. This memo will provide an overview of the components that make up Ledgeview's Viewshed Analysis, general policy recommendations resulting from the study, and ways the document can be used by the commission to preserve environmentally sensitive and historically significant areas and viewsheds.

Staff explained that both Zoning & Planning Commission and Parks & Recreation Committee recommend approval of the View Shed Analysis.

Staff explained that Zoning & Planning were very appreciative of the work of the Parks & Recreation Committee in developing the View Shed Analysis

MOTION by Peltier/Van Rossum to approve the View Shed Analysis as written. No further discussion. Motion carried in a voice vote, 3-0.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

- 1. Act on Tax Increment Financing Agreement related to site improvements for BASGIG, LLC Development of Red Hawk Landing Subdivision located on parcel D-425-2, Bower Creek Road.**

BASGIS worked with the Redevelopment Authority regarding Tax Increment Financing for site improvements for Red Hawk Landing Subdivision located on Parcel D-425-2, Bower Creek Road.

MOTION by Van Rossum/Cheslock to approve the Tax Increment Financing Agreement with BASGIG LLC for Development of Red Hawk Landing Subdivision. No further discussion. Motion carried in a voice vote, 3-0.

- 2. Act on Agreement related to site improvements for BASGIG, LLC Development of Red Hawk Landing Subdivision located on parcel D-425-2, Bower Creek Road.**

This is the Developer's Agreement between BASGIG, LLC and Town of Ledgeview for site improvements for Red Hawk Landing Subdivision. This is separate from the Tax Increment Financing Agreement.

MOTION by Cheslock/Van Rossum to approve the Developer's Agreement with BASGIG LLC for development of Red Hawk Landing Subdivision. No further discussion. Motion carried in a voice vote, 3-0.

- 3. Award Contract to Jossart Brothers in the amount of \$2,830,404.06 for site improvements in Red Hawk Land Subdivision including the extension of Brayden Lane from Belle Isle Subdivision to Bower Creek Road.**

Through the public bidding process, Jossart Brothers was the lowest bid on the Town's portion of the above stated site improvements in Red Hawk Landing Subdivision. Recommendation is to award the contract to be awarded to Jossart Brothers.

MOTION by Van Rossum/Cheslock to award the bid to Jossart Brothers. No further discussion. Motion carried in a voice vote, 3-0.

- 4. Resolution 2019-06 Final Resolution Authorizing Improvements and Levying of Special Assessments Against Benefited Property for Installation of Curb and Gutter, Sidewalk and Storm Sewer Including Engineering and Administration, Beginning at the Intersection of Hawthorne Heights Drive and Whisper Lane and Proceeding East on Hawthorne Heights Drive to a Point 600 Feet East of Hawthorne Heights Drive in the Town of Ledgeview, Brown County, Wisconsin.**

The final step in the Special Assessment Process. The work is completed; therefore, this resolution allows the Town to put the assessment on the tax roll.

MOTION by Van Rossum/Cheslock to approve the Final Resolution. No further discussion. Motion carried in a voice vote, 3-0.

- 5. Recommendation to approve security cameras and security gate proposals at Scray Hill Park.**

With the investment of funds by both the Town and De Pere Baseball in the construction of two new ball diamonds, the installation of a comprehensive security camera system is also recommended to curb vandalism and aid in identifying those that are responsible for any potential damage. TechRX, the Town's

IT consultant, has been working with Public Works and the Town Administrator to design and quote a comprehensive security camera system for the park.

Earlier this summer, the Town solicited bids for an automatic gate system for both parking lot entrances at Scray Hill Park. Due to the much higher than expected prices, it was decided to not award the bid and explore more cost effective methods for the electrical installation portion of the project. Public Works was able to work separately with local contractors to obtain proposals for the individual portions of the necessary electrical work which resulted in much lower costs for the project.

While there is a significant investment required for the gate and security camera systems, it is recommended that both items be installed in Fall 2019 to curb any current and future vandalism problems.

MOTION by Peltier/Cheslock to approve the purchase of the cameras and gate. No further discussion. Motion carried in a voice vote, 3-0.

**COMMUNICATIONS: None.**

**ORDINANCES:**

**1. Third & Final Reading 2019-05 Amend Chapter 19, Section 7, Open burning of leaves, brush, clean wood and other vegetation.**

This amendment creates additional category for Recreational Outdoor Burning to allow for residential outdoor burning in both residential and rural residential zoning districts.

MOTION by Van Rossum/Cheslock to approve the ordinance as written. No further discussion. Motion carried in a voice vote, 3-0.

**2. First Reading 2019-07 Amend Chapter 135-Zoning, Article XXI Off-Street Parking Requirements, Section 207 Off Street Parking Requirements for Commercial Vehicles, Recreational Vehicles, Boats, and Motor Homes.**

The Town has received several complaints concerning residents who keep commercial dumpsters and PODS in their driveways for an excessive time. One resident has had both in their driveway for over one year. Currently there is no ordinance that restricts the use of commercial dumpster or PODS.

This ordinance must be reviewed by Zoning & Planning and a public hearing needs to be done before action can be taken on it. However, Town Board can comment on it prior to Zoning & Planning's recommendation.

No action taken.

**REPORTS:**

**Administrator: (Treasurer on behalf of Administrator)**

- Gave a status update on Parks Committee action.
- Gave a status update on the Ledgeview Farms, LLC vs. Town of Ledgeview Livestock Siting Review Case.
- Preparing for the start of the new Parks & Recreation Director.
- Receiving phone calls regarding business inquires.

**Clerk:**

Approved at the September 17, 2019 Town Board Meeting.

- Initiations for the Two Dollar Park and Zelten Family Park Ribbon Cutting are being created and mailed.
- Working on Parks & Recreation website Page
- Attending training on social media

**Engineer:**

- Oak Ridge Circle Construction Update
- Arcadian Lane Project Update
- The Crossing at Dollar Creek 2<sup>nd</sup> Addition Update
- Brayden Lane Extension
- Dallas Lane sewer and water extension
- Urbanization of Bower Creek awareness

**Treasurer:**

- Refinancing 2010-2011 Bonds
- **Refund from SafeBuilt**
- **Town will not be receiving disaster aid from earlier flood event**
- **Equalized value given**

**Public Works:**

- Successful list station move
- Meters on Ridgemont Circle
- Attended a Flooding Seminar at NWTC
- NEW Water looking at increasing services
- Working on public land demarcation
- Top dressing soccer fields
- Chip seal project complete
- Granted field access off Meadow Sound Drive

**Board Comments:**

- Discussion on the impact of the cancelation of the Glenmore Fire Call Contract

**APPROVAL OF THE VOUCHERS:**

**MOTION** by Van Rossum/Cheslock to approve the vouchers. No further discussion. Motion carried in a voice vote, 3-0.

**ADJOURNMENT:**

**MOTION** by Cheslock/Van Rossum to adjourn. No further discussion. Motion carried in a voice vote, 3-0. Meeting adjourned at 5:27 PM.

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