

The Ledgeview Town Board held a meeting on **Monday, November 4, 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 Philip J. Danen at 6:00 PM.

ROLL CALL

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

Staff present were Administrator Sarah Burdette, Treasurer Renae Peters, Public Works Director Dave Strelcheck, Public Works Superintendent Andy Tenor, Parks & Recreation Director Stephanie Schlag, and Clerk Charlotte Nagel.

AGENDA APPROVAL

Chairman P. Danen advised there are no changes to the agenda.

MOTION by Van Rossum/M. Danen 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. October 22, 2019 Town Board Meeting.
2. Routine Reports:
3. Committee/Commission Reports: None.
4. Operator's Licenses: October 7 – October 18, 2019
5. Other Committee Minutes. Accept and place on file:
 - a. September 18, 2019 Park & Recreation Committee Meeting Minutes.
 - b. March 5, 2019 Beautification Sub-Committee Meeting Minutes.
 - c. April 15, 2019 Beautification Sub-Committee Meeting Minutes.
 - d. September 3, 2019 Sanitary District Commission Meeting Minutes.
 - e. February 13, 2019 Zoning Board of Appeals Minutes.
6. Pay Requests:
 - a. Pay Request No. 1, Astro Turf Corporation, \$158,840.72 for turf at Scray Hill Baseball Fields.
 - b. Pay Request #5 for Oak Ridge Circle, Contract B-2019, to RC Excavating for \$73,049.30
 - c. Pay Request #2 for Brayden Lane Connection, Contract C-2019, to Advance Construction for \$220,146.26
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/Peltier to approve the Consent Agenda as written. No further discussion. Motion carried in a voice vote, 5-0.

PUBLIC COMMENT:

Alyssa Gerke, Executive Director of Unity Hospice, 2366 Oak Ridge Circle – Is here to support the approval of the Certified Survey Map according to the conditional set forth by Zoning Board of Appeals.

Approved at the November 19, 2019 Town Board Meeting.

After three calls, no additional comments were heard. Public Comment was closed.

PUBLIC HEARING: None.

ZONING & PLANNING:

1. **Recommendation from Zoning & Planning on the request by Bryan Pfeffer of Robert E. Lee & Associates Inc., agent for property owner Elaine LeDuc, for a Certified Survey Map on parcel D-489-1, 2440 Oak Ridge Circle, creating two (2) lots.**

The petitioner is requesting the approval of a two lot Certified Survey Map (CSM) to create a new 12.27 acre parcel and leave the farmhouse and related structures on a 4.0 acre parcel. The parcels are currently zoned R-R, Rural Residential.

Three (3) farm structures totaling 5,904 SF currently exist on the site. Accessory structures are limited on R-R, Rural Residential properties to two (2) in number and in aggregate area to 2.0% of the total parcel area to a maximum of 4,000 square feet. On a 4-acre parcel, the aggregate area is limited to 3,485 SF. A variance of 2,419 SF would be needed for the 4.00-acre parcel as proposed. An exception from the Code would also be needed to allow the three (3) accessory structures, one (1) more than allowed.

The Zoning Board of Appeals met on Tuesday, October 29th to review and decide on these issues. The Board of Appeals, after considerable deliberation, chose to approve variances that enables the property to retain the three buildings and to enable accessory structures to occupy 3.4% of the property. If a further land division of development of the property is proposed, buildings would need to be removed to comply with the zoning code requirements. If the structures are destroyed more than 50% of their assessed value, they cannot be rebuilt.

Zoning & Planning recommended approval of the CSM to the Board with the following conditions.

1. Lot line between Lot 1 and Lot 2 to be perpendicular to Oak Ridge Circle to ensure a more standard, rectangular lot shape in compliance with the Subdivision Regulations.
2. Dedication of 35-feet from centerline for Oak Ridge Circle to be illustrated on the CSM.
3. Add a notation to the CSM "Future bicycle and pedestrian facilities will be provided in the right-of-way of Oak Ridge Circle."
4. Land division to comply with the regulations of Section 135-11(G)(2), specifying the aggregate amount (area) of accessory structures and number of accessory structures, unless a variance or exception to the Code is approved by the Board of Appeals.
5. Any technical corrections required by the Town Engineer or Brown County must be addressed prior to Town signature of the CSM.

Staff confirmed all conditions have been satisfactorily met, that the Town Board cannot overturn the ruling of the Zoning Board of Appeals, and recommends approval of the CSM.

MOTION by Van Rossum/Cheslock to approve the CSM with the Conditions set forth by Zoning Board of Appeals. No further discussion. Motion carried in a voice vote, 5-0.

OLD BUSINESS: None.

NEW BUSINESS:

1. **Discuss and act on the proposed 2020 Stormwater Equivalent Runoff Unit (ERU) fee.**

The Stormwater Equivalent Runoff Unit fee is calculated by a spreadsheet containing two parts, the base fee and the unit fee. The base fee includes non-project expenses such as wages, office supplies, office rent, street sweeping, and sinking fund allocation. The unit fee is made of project services expenses. The project service expenses include locating services, pond and ditch cleaning, storm water systems maintenance, and capital projects.

Capital projects identified for 2020 are system repairs and ditch cleaning projects that were approved at previous meetings, Kuyper pond, dredging on Oak Ridge Circle, and possible future flooding issues.

There was discussion on possible rates and future plans.

MOTION by P. Danen/M. Danen to levy \$65.00 for the 2020 Stormwater Equivalent Runoff Unit. No further discussion. Motion carried in a voice vote, 5-0.

2. Discuss and act on the proposed urbanization of Dallas Lane and Bower Creek Road.

With the subdivision development along Bower Creek Road and Dallas Lane and the roundabout to be installed at CTH G and Bower Creek Road the Town Board needs to look at the urbanization of these roadways. Attached is a map that shows the proposed subdivisions and possible projects in the area.

As part of the Red Hawk development the Town was going to urbanize just the west side of the roadway with curb and gutter as part of the project. However, looking at the overall roadway it would be better to urbanize both sides of the roadway because typically the road is cut down 1-2 feet in order to match into the adjacent properties along the roadway. Also, the roadway is not in the center of the right of way so the west side just can't be urbanized. Urbanizing the east side would require the residents to incur an assessment of about \$40/LF on top of their \$112 assessment for sanitary sewer and water.

The sanitary district will be installing facilities along Dallas Lane which will destroy the roadway. The Mystery Ridge subdivision is also proposed for 2020 which will have curb and gutter along Dallas Lane as part of the construction. It would make sense to urbanize Dallas Lane up to the east boundary of the development at a minimum.

The section of Bower Creek south of the Red Hawk development will require sanitary sewer and water to be installed at some time prior to the town redoing the roadway. The Town has applied for grants for a portion of this section. Also, a large culvert needs to be replaced in 2020. If other sections of Bower Creek are updated with curb and gutter and sidewalk it would make sense for the Town to upgrade this section to make the sidewalk connection to Scray Hill and ultimately getting to Oak Ridge Circle. Again, those on this roadway will incur assessments for both sewer, water and street upgrades.

At this time staff is looking to the Town Board to consider what they would like to do in this area as projects are moving forward and residents are asking about assessments from the Town. Discussion was had, staff was given direction, no action taken.

3. Approve the amended Official Traffic Map.

The Official Traffic Map has not received an update since June of 2012. In the period since the last update, the Town has added numerous subdivisions along with many miles of new streets as well as new regulatory signage. Public Works staff recently completed a canvass of all streets noting any signs that had not been previously mapped as well as all new signage such as speed limits, No Trucks and Stop signs that are now reflected on the updated map.

MOTION by Peltier/Cheslock to approve the amended Official Traffic Map. No further discussion. Motion carried in a voice vote, 5-0.

4. Discuss and act on purchasing necessary equipment to groom and accommodate fat tire trails at Ledgeview Golf Course.

At the request of the Park Committee at the September 8, 2019 meeting, staff has been researching options for winter trails at Ledgeview Golf Course for Committee consideration and action on implementation. The following information was provided to the Parks Committee for the October 21, 2019 meeting.

Staff invited individuals from local bike businesses and interested cross country skiing coaches to meet with the golf course staff. On Monday, October 7, 2019, 3 individuals representing local businesses and organizations, town staff, and golf staff toured the golf course to get an outline of potential trails that would best accommodate Wisconsin's variable winter weather and be as least obtrusive and damaging to the golf course turf as possible. A trail map of potential routes is included.

There is a user group interested in providing/donating groomer specific to fat tire trails if the Town is willing to allow them to groom trails when staff are unable. Donation value approx. \$3,000. Snowmobiles have better maneuverability for trail grooming, but the opinion is that an ATV/UTV with cab is typically preferred by staff obligated to groom. ATV/UTV needs to have tracks. A wide roller and ATV/UTV/Snowmobile is needed to haul the roller for skate skiing trails as well as to groom a side-by-side ski path.

In addition to a site visit to Ledgeview Golf Course, staff reached out to local winter trail sites for information (Brown County Parks, Hilly Haven Golf Course, and Village of Howard). Staff from Brown County and Howard both mentioned that when charging a fee for trail usage, there is an expectation of service by users who are charged a fee. This should be taken into consideration if a fee will be charged.

The company contracted to provide golf course operations is amenable to trails provided they do not go across tee boxes or greens, and avoid fairways in all possible instances. The club house will be open through Christmas Eve for gift certificates, but they intend on remaining closed through March. If the weather is suitable for golfing, members of the course are allowed to golf. Town staff will need to provide consistent, timely, and accurate updates of trail conditions for users, using the Town's website and Facebook and Twitter accounts.

The Park Committee reviewed this agenda item at the 10/21/19 Park Committee meeting. It was moved and seconded to recommend to the Town Board to purchase necessary equipment to groom a fat tire bike trail, including a donation box and necessary trail marking signage, contingent on donation of a SnowDog by interested user groups. This motion carried in a voice vote 4-0.

Town of Ledgeview Park & Recreation Plan 2019-2024 Chapter 7 Recommended Park & Recreation Improvements specifically mentions "Fat bike trails are increasing in popularity as a winter activity. A dormant golf course may be a great second use for fat biking which can be done on relatively level terrain," and "This plan recommends that the Town support opportunities for Nordic skiing and evaluate the opportunity for trails at Ledgeview Golf Course."

Staff recommends purchasing trail marking signs for fat tire trails as recommended by the Park Committee. Staff recommends purchasing a fee box and appropriate signage for donations for equipment maintenance and purchase; but not charging a fee at this time.

There was much discussion. The Board would like staff to research other options regarding the grooming equipment; options suggesting user groups form a club who would provide equipment and grooming vs. the Town providing volunteers and/or accepting donations because there just isn't enough staff to take on

this responsibility. However, the Board agreed trails should be marked and a donation box could be installed for those wishing to contribute.

Staff consulted with Town's insurance who will cover the donated equipment as well as volunteer groomers who sign a waiver, and there is storage available at the golf course. Access to the equipment would be the only issue.

MOTION by Peltier/Van Rossum to direct the Parks Director to work the interested group on forming a club. Should the group agree to form a club which enters into an agreement with the Town to run the trials, including but not limited to providing grooming equipment and maintenance of the trials, the Town will purchase the trail signage and donation box to be donated to the club as part of their equipment in the amount of \$2,000.00. No further discussion. Motion carried in a voice vote, 5-0.

5. Discuss and act on the proposed construction of a concession stand at Scray Hill Park and include said concession stand in the 2020 Capital Improvement Plan.

The Parks Committee at their October 21, 2019 Meeting recommends installing the park pavilion that's in the master plan for Scray Hill Park. If the intent of the Park Committee is to recommend to build the park pavilion in 2020, decisions and recommendations to proceed should be made in a timely manner to take the best advantage of construction prices. Additionally, the Park Committee could also consider any other amenities they feel should be also built at the same time, specifically the walking trail along the perimeter of the fields.

Project plans and associated costs have been provided by Rettler Corp. Plans have been updated to current building codes. Modifications to the concession stand design include a more realistic number of restroom facilities needed, and a request for fixtures throughout the building that favor more function over design. A concession stand/shelter with this design would also be utilized as a rentable facility for the general public.

Staff has reached out to the De Pere Baseball and to De Pere Rapides youth sports groups to see if there is interest in helping financially support this project. Both groups will be speaking to their respective boards regarding the construction. The representative from De Pere Rapides stated their group would be interested in helping financially support restrooms being built however they have no use for a concession stand during their games.

The master plan calls for a walking trail around the perimeter of the park and all 5 planned soccer/sport fields. Should the Park Committee recommend a trail as part of the concession stand, it is recommended to only put in the south loop of the trail until the 5th field (northern field) is completed, and put in the northern section of the trail in at the same time as the field. Completing the full trail before the 5th field is in would in all likelihood require removal and reconstruction of portions of the trail to complete the 5th field.

The Park Committee reviewed this agenda item at the 10/21/19 Park Committee meeting. It was moved and seconded recommend to the Town Bard to begin construction of concession stand and south section of walking trail as per the Scray Hill Park master plan. This motion carried in a voice vote 4-0.

A concession stand and walking trail is part of the approved master plans for the Scray Hill Park Baseball Fields and Scray Hill Park (respectively).

Discussion ensued as to whether or not the Town provides a park pavilion and bathrooms up front as part of a town facility or should the Town wait until one is requested or warranted by those groups who are going to make money off of it. Part of the discussion was a comparison to the open aired shelter and

restrooms at Ledgeview Park. Also mentioned was the concession stand has not been budgeted for yet but is included in the capital budget.

MOTION by Peltier/M. Danen to proceed with the concession stand/park pavilion per staff recommendation and to include it in the 2020 Capital Plan. There was additional discussion on including the costs in the debt service for next year's bonding. No further discussion. Motion defeated in a voice vote, 2-3 with P. Danen, Van Rossum, and Cheslock the dissenting votes.

6. Review and approve Memorandum of Understanding between Wisconsin Elections Commission and Town of Ledgeview for the purpose of receiving a local election security subgrant.

Wisconsin Elections Commission is offering every municipality a grant for cyber security for the 2020 election year. Part of the grant is a Memorandum of Understanding of what the grant is and the Town's commitment to security measures.

MOTION by Van Rossum/Peltier to approve the Memorandum of Understanding regarding the cyber security grant. No further discussion. Motion carried in a voice vote, 5-0.

7. Call a Special Meeting of the Electors to take place on Tuesday, November 19, 2019 at 6:00 PM for the purpose of adopting the 2019 tax levy to be paid in 2020 pursuant to sect. 60.10(1)(a) of Wis. Stats.

Pursuant to sect. 60.10(1)(a) of Wis. Stats. a Special Meeting of the Electors is required for adoption of the 2019 tax levy to be paid in 2020. Typically, the Budget Public Hearing and Special Meeting of the Electors is held at 6:00 PM. In effort to accommodate Board Members schedule the Regular Town Board Meeting was adjusted to be begin at 5:00 PM

The Town Board called the Budget Public Hearing and Special Meeting of the Electors for the purpose of adopting the 2020 tax levy to be held on Tuesday, November 19, 2019 at 6:00 PM at the Ledgeview Community Center.

COMMUNICATIONS: None.

ORDINANCES: None.

REPORTS:

Administrator:

- Status update on the Appeal of the Ledgeview Farms, LLC decision.
- Brown County Sheriff's Department Call Data Report was given.
- Insurance walk-thru of Ledgeview Golf Course took place.
- A memorandum of understanding will be coming forth between Brown County and Town of Ledgeview regarding the Environmental Impact Study Funding for the South Bridge/I-41 Interchange that was approved.

Clerk:

- Part of the subgrant is the Clerk needs to attend a table top exercise with the Wisconsin Elections Commission which is scheduled for Monday, November 11th.
- Working on the next newsletter. If anyone has anything to add have it in by Friday.

Treasurer:

- Sanitary District approved levy limit.

Approved at the November 19, 2019 Town Board Meeting.

- Special assessments are due to Brown County for tax roll purposes on November 15th.
- Finalizing 2020 budget documents.

Public Works:

- Jossart is starting on the washout area of the Golf Course Pond. See if insurance will cover the damage.

Parks & Recreation:

- A letter of support was sent for NEW Water's grant proposal for resiliency in the East River Water Shed. If the grant is awarded, NEW Water will do a study on the East River Water Shed and mitigation strategies.

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 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 Ledgeview Golf Course Lease Operations.**

MOTION by Van Rossum/P. Danen 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 Ledgeview Golf Course Lease Operations. No further discussion. Roll call vote:

M. Danen – Aye, Peltier – Aye, Van Rossum – Aye, P. Danen – Aye, Cheslock – Aye. Motion carried in a roll call vote, 5-0.

The Town Board convened into closed session at 7:27 PM.

MOTION by P. Danen/M. Danen for the Town Board to reconvene into open session. No further discussion. Motion carried in a voice vote, 5-0. At 8:01 PM the Town Board reconvened into open session.

No action was taken in open session.

2. **The Town Board may remain in closed session pursuant to WI State Statute §19.85 (1)(g), for conferring with legal counsel who is rendering oral or written advice concerning strategy with respect to potential litigation regarding the Creamery Road Bridge accident.**

MOTION by Cheslock/Peltier for the Town Board to convene into closed session pursuant to WI State Statute §19.85 (1)(g), for conferring with legal counsel who is rendering oral or written advice concerning strategy with respect to potential litigation regarding the Creamery Road Bridge accident. No further discussion. Roll call vote: M. Danen – Aye, Peltier – Aye, Van Rossum – Aye, P. Danen – Aye, Cheslock – Aye. Motion carried in a roll call vote, 5-0.

The Town Board convened into closed session at 8:02 PM.

MOTION by Van Rossum/P. Danen for the Town Board to reconvene into open session. No further discussion. Motion carried in a voice vote, 5-0. At 8:15 PM the Town Board reconvened into open session.

No action taken in open session.

3. **The Town Board may reconvene into open session to take action on items discussed in closed session.**
See items listed above for any Board action taken in open session.

ADJOURNMENT:

MOTION by P. Danen/M. Danen to adjourn. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 8:16 PM.

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