

The Ledgeview Town Board held a meeting on **Tuesday, November 19, 2019 at 5:00 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 5:00 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/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. November 4, 2019 Town Board Meeting.
2. Routine Reports:
3. Committee/Commission Reports: None.
4. Operator's Licenses: October 4 – November 19, 2019
5. Other Committee Minutes. Accept and place on file:
 - a. October 16, 2019 Zoning & Planning Commission Minutes.
 - b. September 18, 2019 Parks & Recreation Committee Minutes.
6. Pay Requests:
 - a. Pay Request No. 6 for H&H Construction for baseball facilities at Scray Hill Park, \$143,356.73.
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.

There was discussion on Pay Request No. 6 for H&H Construction for the Scray Hill Park baseball facilities. Staff advised that there is a combination of funds from De Pere Baseball and the Town costs that are blended based on completed construction.

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

PUBLIC COMMENT:

After three calls, for public comment, none was heard.

PUBLIC HEARING: The Board will hear comments and may take action on any of the following items:

1. **The purpose of the public hearing is to hear comment on the proposed changes to the Hunting Overlay Map. Town Ordinance dictates all new subdivisions shall be added to District Three under Subsection C.**

Approved at the December 17th, 2019 Town Board Meeting.

Staff explained town code dictates that amendments to the Hunting Overlay Map shall be made according to the same procedures as a zoning change, hence the public hearing. Code also dictates that all new subdivisions shall be added to District Three. Meaning bow and arrow discharge only.

Department of Natural Resources (DNR) also allows for hunting on any private property with permission of the land owner. However, discharge of any weapon on any Town owned property is prohibited. Therefore, Zoning & Planning is recommending approval of the proposed amendment to the Hunting Overlay Map.

There was Board discussion on the original amendment which included D-168 and D-185 as those parcel about a subdivision. Staff explained that Zoning & Planning had removed those parcels from their recommendation. The consensus of the Board was to keep both parcels in this amendment for safety concerns due to the proximity to the abutting subdivision.

MOTION Cheslock/Peltier to amend the Hunting Overlay Map as recommended by Zoning & Planning and to include parcels D-168 and D-185 with this amendment as well. No further discussion. Motion carried in a voice vote, 5-0.

ZONING & PLANNING:

- 1. Recommendation from Zoning & Planning on the request by Chris Reiner of C. Reiner Architects, Inc., agent for Belgioioso Cheese, Inc., property owner, for a Building, Site and Operations Plan Application for an office addition at 4200 Main Street, parcels D-328 and D-324-1.**

The petitioner is proposing a small, 1,450 square foot addition to the existing office area. In 2016 the petitioner completed a 130,000 square foot building addition to the existing factory and an additional drive area to the north and east of the expansion area. A new access to CTH R was added

The property is zoned LI, Light Industrial District. Development in the LI District must maintain 25-percent of the site as open space. The existing site has 300 parking spaces available, including the recent addition in 2014. There is ample parking stall available to accommodate the employees.

The proposed development complies with the regulations of the LI, Light Industrial district. Zoning & Planning Commission recommends approval of the development without conditions.

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

OLD BUSINESS:

- 1. Discuss and act on Memorandum of Understanding regarding Truck Traffic on Scray Hill Road.**

Staff provided a draft agreement for the Board to review. The agreement would be between Daanen and Janssen and Northeast Asphalt, Inc. and the Town of Ledgeview. The agreement is to limit truck traffic on Scray Hill Road due to resident's safety concerns.

This agenda item was for discussion only and for the Board to give feedback on the document. The quarries have not seen the document at this time. Feedback was given and staff was advised to continue with the process.

No action taken.

NEW BUSINESS:

- 1. Discuss and act on Southern Bridge Arterial Corridor Memorandum of Understanding.**

Staff explained that the Memorandum of Understanding before them was the standard template used when Brown County Public Works was doing a construction project for a municipality. The staff was not in agreement with the language as it didn't fit the original intent of the Southern Bridge Arterial Corridor. The City of De Pere concurred with the Town of Ledgeview's assessment of the document.

MOTION by P. Danen/M. Danen to reject the Memorandum of Understanding as written with the 50/50 stipulation. No further discussion. Motion carried in a voice vote, 5-0.

2. Discuss and act on Brown County Municipal Project Agreement related to Trier 1 Environmental Impact Statement.

Staff explained that this agreement solidifies what the Board already to regarding contributing funds for the Environmental Impact Study for the I41/Southern Bridge interchange. The Town has agreed to contribute \$10,800 for said study which is 17.52% of the overall costs as one of three benefiting municipalities.

MOTION by M. Danen/Peltier to approve the agreement as presented. No further discussion. Motion carried in a voice vote, 5-0.

3. Discuss and Act on Final Resolution 2019-08 Authorizing Improvements and Levying of Special Assessments Against Benefited Property for Installation of Curb and Gutter, Sidewalk and Storm Sewer Including Engineering and Administration, on Oak Ridge Circle Beginning at the Intersection of Oak Ridge Circle and Parker Way and Proceeding East On Oak Ridge Circle to a Point 200 Feet East of Garrett Street in the Town of Ledgeview, Brown County, Wisconsin.

Staff explained that the work on Oak Ridge Circle is completed with the exception of the landscaping which will be done next year. The landscaping was delayed due to wet weather conditions. Since the majority of the assessment is complete, the assessment can be levied. Approving the final resolution gives the Town permission to levy the assessments on this year's tax roll.

MOTION by Peltier/Van Rossum to approve the final resolution for Oak Ridge Circle assessments. No further discussion. Motion carried in a voice vote, 5-0.

4. Discuss and act on the muskrat control contract for 2020.

In 2019, the Town contracted with Suburban Wildlife Solutions for muskrat removal services from six Town owner storm water ponds. The removal process was accomplished through a spring and fall trapping and very successful with a total of 95 animals removed. Public Works plans to perform the same removal on six additional ponds in 2020. The proposal price for 2020 remained the same as what was submitted for 2020. The Town currently has over 50 storm water ponds that require annual maintenance and inspections. That number will continue to grow due to new subdivision development. Muskrat removal will be included in budgets for the foreseeable future due to the number of ponds that need to be addressed.

MOTION by Van Rossum/Cheslock to approve the 2020 Muskrat Control Contract with Suburban Wildlife Solutions. No further discussion. Motion carried in a voice vote, 5-0.

5. Appointment of Election Inspectors for the 2020-2021 Election Cycle.

Every election cycle (2020-2021) poll workers are nominated by the parties to work the polls on Election Day. Authority to appoint poll workers lies with the Town Board. There are 28 Poll Workers and 5 Chief Poll Workers nominated.

MOTION by Van Rossum/Cheslock to approve the Poll Workers for 2020-2021 Election Cycle. No further discussion. Motion carried in a voice vote, 5-0.

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

COMMUNICATIONS: None.

ORDINANCES: None.

REPORTS:

Administrator:

- Status update on the filings related to Ledgeview Farms and the Livestock Siting Review Board. The Town has not received any further update from the Department of Natural Resources regional office for additional follow up. Ledgeview Farms received municipal citation for mud/debris/manure left on town roadways. Municipal Court is scheduled.
- Preliminary work is being done on the Town's Abatement ordinance and procedures.
- Work has begun on road projects discussed at the last board meeting (Dallas Lane, Bower Creek Road, etc). The goal is to bring this back to the Town Board on December 2nd meeting.
- The office will be closed November 28th and 29th in observance of the Thanksgiving Holiday.
- Working with Green Bay Water on SPASH (Sustainable Partnership Linking Area Services and H₂O) by hosting an event that outlined the key findings. There was a fair amount of community representation for this event.

Clerk:

- The printed version of the Newsletter went to the printer with deliver expected in the next few days.
- Nomination papers can be circulated starting December 1st. Supervisors M. Danen and Van Rossum are up for re-election.
- The first part of the Election Cyber Security Grant has been completed. Will be working on completing the grant process by mid-January.
- Zoning Board of Appeals will be meeting in December to discuss the Van DeHei CSM on Dutchman Road.
- Recruiting continues for committees and commissions.

Treasurer:

- Finalizing 2020 budget documents for tonight's Special Meeting of the Electors.
- Subdivision bond payments were received.

Public Works:

- Working on obtaining drainage easements for ditch/swale cleaning.
- Working with residents on North Parker Way regarding ditch/swale cleaning and removal of phragmites.
- Fats, Oils, and Grease Program started last week.
- Public Works Employees recently completed yearly safety training related to confined space entry, lock out-tag out procedures, hearing conservation and blood borne pathogens.
- Public Works Director continues with Public Works Supervisory Academy and Public Works Management Institute through UW-Madison.
- Attending the bi-annual Northeast Wisconsin Storm Water Consortium (NEWSC) meeting last week. NEWSC will be conducting an MS4 Manager training December 10th in Oshkosh.

- Attending the Quarterly Brown County Public Works Associations meeting last week. Topics were competitive bidding thresholds, storm sewer/culvert maintenance on County highways and individual community polices related to specialized signage.
- Stared working on a time sheet data analysis project to determine where staff is dedicating their time.
- The Crew removed brush on the corner of Bower Creek Road and Dickinson Road.
- Grading and bank restoration work at Ledgeview Golf Course has been completed.
- The Crew is working on catching up on water valve box and manhole adjustments.

Parks & Recreation:

- Park and Recreation Committee will be meeting next week.
- Beautification Sub-Committee will be meeting November 25th.
- Most of the construction work has ended at Scray Hill Park for the fall. There was continued discussion on a recommendation from the Parks and Recreation Committee regarding adding restrooms to the facility. The Board stayed the course with interim solutions for now.
- Ledgeview Trails Club was formed as a 501(c)(3) as a result of the Novmeber 4th Town Board Meeting. Trails on Ledgeview Golf Course will be marked next week with the assistance of the Golf Course Superintendent.
- Attended the annual Wisconsin Park and Recreation Association state conference in Wisconsin Dells November 5th – 8th.

Fire Department

- All inspections are completed except for two
- New software for inspection was obtained
- New software was used for reports

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 5:55 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 6:10 PM the Town Board reconvened into open session.

MOTION by Peltier/Van Rossum to approve the Creamery Road Bridge settlement offer. No further discussion. Motion carried in a voice vote, 5-0.

- 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 6:01 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 6:10 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.

PUBLIC HEARING ON THE PROPOSED 2020 BUDGET OF THE TOWN OF LEDGEVIEW.

- 1. Call to order.**

The Proposed 2020 Budget Public Hearing was called to order by Chairman P. Danen at 6:12 PM. There were nine people in attendance including the Town Board and eligible voting staff.

- 2. Explanation of Proposed 2019 Budget.**

Treasurer Renae Peters gave an overview of the proposed budget, levy limit, and mill rate. An opportunity for questions was given with Treasurer Peters answering.

- 3. Open Public Hearing – (please state your name and address for the record).**

The public hearing was opened for comments by Chairman P. Danen at 6:12 PM.

After three calls for public comment, none were heard.

- 4. Close Budget Public Hearing.**

The public hearing was closed by Chairman P. Danen at 6:17 PM.

SPECIAL MEETING OF THE ELECTORS IMMEDIATELY FOLLOWING THE COMPLETION OF THE PUBLIC HEARING ON THE PROPOSED 2020 BUDGET WHICH BEGINS AT 6:00 PM.

- 1. Call to order.**

The Special Meeting of Electors was called to order by Chairman P. Danen at 6:18 PM. There were nine people in attendance including the Town Board and eligible voting staff

- 2. Discuss and act on the 2019 tax levy to be paid in 2020 pursuant to Sec. 60.10(1)(a) of Wis. Stats.**

MOTION by Renee Van Rossum, 845 Lone Oak Road, to adopt the 2019 tax levy to be paid in 2020 pursuant to Section 60-10 (1)(a) of Wis. Statutes as presented. The motion was

seconded by Dan Kerkoff, 3848 Dickinson Road. No further discussion. Motion carried in a voice vote, 9-0.

3. Adjournment of Special Meeting of the Electors.

MOTION by Phil Danen, 4548 Stillmeadow Circle, seconded by Mark Danen, 825 Spring Hills Court, to adjourn the Special Meeting of the Electors. Motion carried in a voice vote, 9-0. The Special Meeting of Electors was adjourned at 6:19 PM.

RECONVENE REGULAR TOWN BOARD MEETING IMMEDIATELY FOLLOWING THE COMPLETION OF THE SPECIAL MEETING OF LEDGEVIEW ELECTORS

At 6:19 PM, the Regular Town Board Meeting was reconvened.

1. Discuss and act on Resolution Adopting the 2020 Annual Budget and Establishing the 2019 Property Tax Levy for the Town of Ledgeview.

MOTION by Peltier/Van Rossum to approve the resolution adopting the 2020 Annual Budget and Establishing the 2019 Property Tax Levy for the Town of Ledgeview. No further discussion. Motion carried in a voice vote, 5-0.

THE TOWN BOARD MAY REMAIN IN SESSION TO COMPLETE THE REMAINDER OF THE REGULAR MEETING AGENDA.

All agenda items were addressed prior the opening of the public hearing.

ADJOURNMENT:

MOTION by P. Danen/Cheslock to adjourn. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 6:20 PM.

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