

The Ledgeview Town Board held a meeting on **Tuesday, January 21, 2020 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 Philip J. Danen at 4:30 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, Planner Dustin Wolff, Engineer Scott Brosteau, Treasurer Renae Peters, Park & Rec Director Stephanie Schlag, Public Works Superintendent Andy Tenor, 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. January 6, 2020 Town Board Meeting.
2. Routine Reports:
3. Committee/Commission Reports: None.
4. Operator's Licenses: January 6, 2020 – January 18, 2020
5. Other Committee Minutes. Accept and place on file:
 - a. December 11, 2019 Zoning & Planning Commission Minutes.
6. Pay Requests:
 - a. Approve Pay Request #11 FINAL for Contract D-2017, Grande Ridge Subdivision, for \$26,803.31 to PTS Contractors, Inc.
 - b. Approve Change Order #2 for Contract D-2017, Grande Ridge Subdivision
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:

Joseph Torrez, Sr., 3647 Bower Creek Road – Inquired as to where the Bower Creek Road Urbanization Project is going to end. It will end across from Mystery Ridge Subdivision. Staff advised there will be a Public Information Meeting in early February that would outline the project scope and location better.

After three calls, no additional comments were heard. Public Comment was closed at 4:33 PM

Approved at the February 3rd, 2020 Town Board Meeting.

PUBLIC HEARING: The Town Board may discuss and act on these items after the public hearing.

- 1. Recommendation from Zoning & Planning on a proposed amendment to Zoning Code Section 135-11(G) related to accessory structures on properties zoned A-2, Agricultural, where the properties are not engaged in farming operations.**

Under the current Zoning Code, if a property is in the R-R or A-2 District, and is actively farmed, the Town does not regulate the size or number of accessory structures on the property. However, if the property is not actively farmed, the regulations for the R-1 and R-R Districts are to apply. Meaning, if an A-2 property that is not actively farmed wants to construct an accessory building, the property is required to be rezoned to R-1 or R-R. This amendment removes this restriction. Zoning & Planning Commission unanimously recommends approval.

The public hearing was opened by Chairman P. Danen at 4:37 PM. After three calls for comments, none were heard. Chairman P. Danen closed the public hearing at 4:38 PM.

There was Board discussion on use of language of “legitimate agricultural operations”. Staff informed The Board that the amendment was written as such because this is the language of the current code. The Board decided to strike the word “legitimate”.

MOTION by P. Danen/M. Danen to approve the ordinance amendment by striking the word “legitimate”. No further discussion. Motion carried in a voice vote, 5-0.

ZONING & PLANNING:

- 1. Recommendation from Zoning & Planning on the revised Official Zoning Map.**

Staff advised this is an annual action taken by the Town Board. The revision of the Official Zoning Map incorporates all the zoning amendments that took place throughout the past year. No public hearing is needed because a public hearing was held as each zoning amendment was acted on throughout the year. The Zoning & Planning Commission recommends unanimously approval.

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

OLD BUSINESS: None.

NEW BUSINESS:

- 1. Act on Resolution 2020-01 Authorizing the Transfer of Land (Outlot) Pursuant to Restrictive Covenant #5 in the County Plat of Spring Hills of the Town of Ledgeview, 1st Addition to lot 27 of Spring Hills of Town of Ledgeview 1st Addition.**

When Spring Hills Subdivision was developed there was thought of a future park behind the subdivision adjacent to the golf course executive course. Access to this public green space was carved out through Outlot #1 on the Spring Hills plat. Outlot #1 is adjacent to lot 27.

As a stipulation in the covenants as noted on the plat was that if the Town wasn't going to secure ownership of parkland and there wasn't going to be a park adjacent to the easterly edge of Outlot #1, the public access was to be vacated and conveyed to Lot 27 of the Spring Hills plat.

Between the preliminary and final condominium plats of Eventyr Heights and Augusta Hills, the Park & Recreation Committee along with the Zoning & Planning Commission determined that with the condos plats there's no longer a need to have public access to a park as a park would no longer be developed in

this area. Therefore, both committees are recommending that Outlot #1 be vacated and conveyed to Lot 27 per the Spring Hills plat.

Resolution 2020-01 authorizes the Town Attorney to draft the legal documents for this conveyance.

MOTION by M. Danen/Peltier to approve Resolution 2020-01 authorizing the conveyance of Outlot #1 to lot 27. No further discussion. Motion carried in a voice vote, 5-0.

- 2. Act on Resolution 2020-02 Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703, Wisconsin Statutes, for Road Reconstruction and Installation of Curb, Gutter, Sidewalk, and Storm Sewer, Including Engineering and Administration, Beginning at the Intersection of Dickinson Road and Bower Creek Road and Proceeding North On Bower Creek Road to a Point 375 Feet North of Dallas Lane in the Town of Ledgeview, Brown County, Wisconsin.**

Approval of the preliminary resolution is the first step in the Special Assessment Process. Approval authorizes the Town Engineer to move forward with design work. There are several other steps that must take place as the project moves along, one of those steps is a public hearing. The date for the public hearing has yet to be determined.

MOTION by Van Rossum/M. Danen to approve Resolution 2020-02. No further discussion. Motion carried in a voice vote, 5-0.

- 3. Act on Resolution 2020-03 Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703, Wisconsin Statutes, for Road Reconstruction and Installation of Curb, Gutter, Sidewalk, and Storm Sewer, Including Engineering and Administration, Beginning at the Intersection of Bower Creek Road and Dallas Lane and Proceeding East on Dallas Lane to a Point 1,485 Feet East of Bower Creek Road in the Town of Ledgeview, Brown County, Wisconsin.**

Approval of the preliminary resolution is the first step in the Special Assessment Process. Approval authorizes the Town Engineer to move forward with design work. There are several other steps that must take place as the project moves along, one of those steps is a public hearing. The date for the public hearing has yet to be determined.

MOTION by Van Rossum/M. Danen to approve Resolution 2020-02. No further discussion. Motion carried in a voice vote, 5-0.

- 4. Recommendation from Ledgeview Sanitary District Commission to approve the Charles Street Interceptor Upgrade Agreement.**

Staff advised that in 2018, the Green Bay Metropolitan Sewerage District (GBMSD) constructed upgrades to the Charles St. Interceptor allowing for more capacity for the Town of Ledgeview and City of De Pere. This agreement depicts which municipality will service which areas with the additional capacity. This interceptor is projected to accommodate municipal growth over the next twenty years.

This is a Sanitary District item, but because the Town and Sanitary District are entwined The Board needs to act on the agreement. There is no cost to the Town; costs are incorporated in the Sanitary District budget.

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

- 5. Recommendation to approve 2020 rates for work completed by Mead & Hunt.**

This is an annual action item. The Board reviews the rates for services provided by Mead & Hunt.

MOTION by Peltier/Cheslock to approve the 2020 Mead & Hunt rates. No further discussion. Motion carried in a voice vote, 5-0.

6. Discuss and act on the purchase of a replacement three-quarter ton pickup truck with plow for Public Works Department.

The purchase of this pickup is as a replacement for the current 2013 Dodge Ram ¾ ton pickup that is currently in the Public Works fleet. Town policy has been to replace pickups on a 7-year schedule. The pickup will serve as the primary vehicle for a Public Works Crew Member.

The current 2013 Dodge Ram ¾ ton pickup will be retained as part of the truck fleet and can be utilized for when the additional Public Works Crew position is filled.

Public Works is recommending purchasing the ¾ Ton Chevrolet Silverado Pickup from Ewald Automotive of Oconomowoc in the amount of \$31,434.00 via the State of Wisconsin Purchase program. As you may recall, after conducting a series of bids from local dealerships and reviewing the State purchase program last year, the State Purchase Program was selected as the low bidding entity. Funds for the truck purchase will come from the Long Term Vehicle Replacement Sinking Fund.

MOTION by P. Danen/Van Rossum to approve the purchasing of the ¾ Ton Chevrolet Silverado Pickup. No further discussion. Motion carried in a voice vote, 5-0.

COMMUNICATIONS: None.

ORDINANCES: None.

REPORTS:

Administrator:

- Status update on the appeal to the Livestock Siting Board.
- Status update on the Ledgeview Golf Course Lease.
- Met with Jacobs Engineering who is the consultant for the County on the EIS project. The consultants wanted to get an understanding of what the Town views are potential economic and environmental impacts that the two identified routes would have for the town. Work is continuing per the deadline of Oct 2020 to have a record of decision.
- Fielded questions on potential future development projects.
- At the December CBCWA meeting, Ledgeview Administrator was nominated and voted on to be the CBCWA president again. This is her 4th 2-year term in that role. Recently she met individually with the General Managers of Manitowoc Public Utilities (MPU) and Green Bay Water Utility (GBWU) on a variety of topics that relate contract negotiations (with MPU) and long term, regional planning (with GBWU). Additionally, we are moving forward with the CBCWA and GBWU communities on the collaboration efforts that the SPLASH study has brought forth.
- Met with various Developers that we have current agreements with that may or may not need to be reviewed for possible revisions due to the construction timeline and building permit issuance timeline that were not met due to the poor construction season that we had in 2019 due to weather. At the moment the Town is working on final costs, summaries and future borrowing needs to understand the full extent of the Town's obligations as compared to any developers' obligations.
- Reviewing all employee annual training needs and requirements as well as putting together all staff training for the year, as what has been done in the past.
- The public works crew position is currently being recruited for with an application/resume deadline of Feb 7th. It's anticipated that interviews and candidate pool refinement will take place in February with

the appropriate committee/board review and consideration in early March. It's anticipated that the position could be filled with a candidate starting the job in late March/early April.

- Working with the Public Works Superintendent on some preliminary discussions on what options the Town can consider with respect to future snow plowing.

Clerk:

- Nomination Papers are in. There are three candidates for Town Board Supervisor who are: (in order they will appear on the ballot) Renee Van Rossum, Mark Danen, Jeff R. Pansier.
- There will be a Spring Primary Election on February 18th. Races on that ballot are for Supreme Court Justice and Green Bay School Board.
- Speaking of the February 18th Election, this is held on the same day as the Town Board Meeting. Wondering if the Board wishes to change the date of the meeting?
- Badger Books have been ordered, waiting on delivery. Working on scheduling poll worker training.
- Working on Election Security Sub-Grant applied for in November. The reminder of the grant requirements is due January 31st.
- Attended Badger Book training and Express Vote training for the upcoming election year.
- Starting to layout the next Town newsletter. Would like to newsletter to go out in March in anticipation of the April 7th Presidential Preference Primary and Spring Election.
- Wisconsin Towns Association Meeting Thursday, January 23rd, at 6:00 PM at Susters Arcade in Denmark. Anyone interested in attending please let us know and we'll get you registered. The topic is Spring Flooding Issues with Sheriff Delain and Emergency Manager Maki.
- Attending a Public Information Officer Group Meeting on Thursday, January 23rd to discuss planning and response efforts needed before, during and after anticipated flooding events in Brown County.

Planner:

- Briefed The Board of the discussion had at the last Zoning & Planning Commission Meeting regarding Ledgeview Condominium Plat.
- Status update was given on the Gigot Properties, LLC, owner, for Concept Plat Review on parcel D-164 located on Lime Kiln Road and Copper Lane which prompted discussion on the current state of the parks.

Engineer:

- Scheduled the Public Information Meeting for the Scray Hill Road, Bower Creek Road, and Dallas Lane Urbanization Projects.
- Submitted a potential grant for this Scray Hill Road Urbanization Project.

Treasurer:

- Met with various Developers regarding Developer's Agreements.
- Budget amendment will be on the next agenda to balance the 2019 Budget.
- Assembling necessary paperwork for bonding, which will take place in the next couple of months.
- Working on pre-audit gathering of information. The auditors will be here for the 2019 audit January 29th-31st.

Park & Rec:

- The Park and Recreation Committee last met in November and will be meeting the night of the Board meeting at 6:00pm or as soon as possible thereafter. Work and discussion will begin on developing a Forestry ordinance for the Town to help guide in the strategic planting, selection, and maintenance of

trees planted on Town property (to include right-of-ways, parks, and other Town owned property). Additionally, the Committee will be reviewing and making recommendations on a 2020 work plan. Staff is bringing back a draft fee waiver/discount policy on which the Committee can make recommendations.

- The Beatification Sub-Committee spent the evening of Thursday, December 19th driving through Ledgeview judging residences nominated for the Holiday Decorating Contest. All nominees received a small thank you and recognition gift from the Committee hung on the resident's front door handle. The top 3 residences received gift cards to local Ledgeview restaurants. Staff mailed the gift cards and a thank you letter to the 3 residences the week of December 23. The sub-committee's next meeting will be scheduled for some time in February.
- The Ledgeview Trails Group has opened the Fat Bike Trail at the golf course once in December for about 5 days (Dec. 17-22) and opened again on January 13th. Currently (at the time of drafting this memo), there is not enough snow for ski use. The Ledgeview Trails Group is planning a small free demo of fat bikes and cross country skis on Sunday, Feb 9th at the golf course. Equipment is being provided through Pete's Garage and is limited, so we will be publicizing this on limited social media outlets to make sure it is successful for the amount of equipment available.
- Staff has completed a draft volunteer job description for parks committee members as well as a draft Park and Recreation Committee handbook to help guide new and current committee members with FAQ's, purpose of the committee, and other pertinent topics. The Committee will review and make recommendations at the February meeting.
- Staff is designing an Annual Report for the Park and Recreation Department to summarize 2019 activities. The report will be presented to the Park and Recreation Committee at the February meeting and to the Town Board at a meeting after that.
- Street tree pruning was done at the end of December and early January in the neighborhood of Hidden Valley Lane, Oak Ridge Circle, Oak Ridge Court, Olden Glen Road, North Olden Glen Road, Swan Ridge Trail, Swan Road, Swan Stone Circle, and Whistling Swan Circle. Additional pruning may be done this winter in the Dickinson Heights Subdivision if time and monies allow. Winter pruning of trees is most ideal as trees are dormant so there is less tree shock, there are little to no insects to cause infestation/pest problems, and with no leaves, there is less clean-up work and associated costs. Regular pruning of trees helps keep a healthier tree canopy by removing dead, dying, or diseased limbs, allows for a regular inspection of trees to help identify and correct insect or disease problems, allows for less storm-related damage, and helps the general public through better sight lines for signs, signals, and intersections.

Public Works:

- Worked on a water leak near the Bellevue Border.
- Status given on Christmas Tree Pick-up.
- Working on demarcation.

Fire Department:

- Inspection Reporting System.
- CPR Training is scheduled.
- Training schedule is set for the year.

Board Comments:

- Reminders were given on what constitutes a rolling quorum.

APPROVAL OF THE VOUCHERS:

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

ADJOURNMENT:

MOTION by P. Danen/Peltier to adjourn. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 6:04 PM.

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