

The Ledgeview Town Board held a meeting on **Monday, April 6, 2020 at 6:00 PM** in the Community Room located at Ledgeview Community Center, 3700 Dickinson Road, De Pere, WI 54115.

It should be noted that in light of current public health concerns regarding COVID-19, this meeting was a telephone/video conference meeting for Board members. Members of the public were able to participate in the meeting through telephone access. Comments under the Public Input agenda item were accepted in written format prior to the meeting and distributed to the Board members prior to the meeting.

CALL TO ORDER

The meeting was called to order by Chairman Philip J. Danen at 6:00 PM.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was dispensed of.

ROLL CALL

Members present were Chairman P. Danen in-person, Supervisors Renee Van Rossum, Mark Danen, and Al Cheslock via phone, and Supervisor Cullen Peltier via video conference.

Staff present in-person Administrator Sarah Burdette, Treasurer Renae Peters, Public Works Superintendent Andy Tenor, and Clerk Charlotte Nagel. Present via phone Parks & Recreation Director Stephanie Schlag. Present via video conferencing Planner Dustin Wolff and Engineer Scott Brosteau.

AGENDA APPROVAL

Staff advised there were 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. March 17, 2020 Town Board Meeting
2. Routine Reports: None
3. Committee/Commission Reports:
4. Operator's Licenses: March 16, 2020 – April 3, 2020.
5. Other Committee Minutes:
 - a. March 4, 2020 Sanitary District Commission Meeting Minutes.
6. Pay Requests:
 - a. Change order #2 for Oak Ridge Circle for \$42,283.65.
 - b. Pay Request #6, Contract B-2019, for Oak Ridge Circle to RC Excavating for \$41,226.57.
 - c. Pay Request #4 for Red Hawk Subdivision to Jossart Brothers for \$366,671.26.
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 Peltier/M. Danen approve the Consent Agenda as written. No further discussion. Motion carried in a voice vote, 5-0.

Approved at the April 21st Town Board Meeting.

PUBLIC COMMENT:

Sue Grohusky, 1775 Hawthorne Heights Drive – Provided a written comments regarding disagreement with Scray Hill Road Urbanization Project. A copy of said statement is attached to the record copy of the meeting minutes.

PUBLIC HEARING: None.

PRESENTATION:

1. 2019 Audit Report by CliftonLarsonAllen (CLA).

Dave Maccoux from CLA was present via phone and walked the Board through the audit report. Mr. Maccoux stated that the Town was in good financial health and thanked the staff for their efforts in conducting the audit.

MOTION by M. Danen/Cheslock to accept the 2019 audit. No further discussion. Motion carried in a voice vote, 5-0.

ZONING & PLANNING:

1. Recommendation by Zoning & Planning on the request by Troy Hewitt of Robert E. Lee Associates, Inc., agent for Jeff Marlow of Ledgeview Property Investments, LLC for a Preliminary Subdivision Plat on parcels D-425, D-425-5, and D427-6 known as Private Claim 41, vacant land on the east side of Monroe Rd at the Town line, for a 35 lot, 5 outlot subdivision known as Feldspar Place.

The petitioner appeared before the Zoning & Planning Commission in March and April 2019, and the Town Board in April 2019 for approval of an R-3, Multi-Family Residential District with Planned Development District (PDD) Overlay, R-1, Residential District with PDD Overlay, and B-2, Business District with PDD Overlay to allow for the development of a mixed residential subdivision. A portion of the property was rezoned B-2/PDD for future commercial development.

Narrow lots are being proposed in keeping with the PDD approval. The proposed lots have approximately 62 feet of frontage along Brayden Lane with 6-foot side setbacks. For comparison, the code requires R-1 Single-Family lots to have 90 feet of frontage with 10-foot side setbacks. Lots 14 – 17, which back up to the existing Belle Isle Meadows subdivision, are larger and more closely match the Belle Isle homesites. These lots will have custom homes to more closely match Belle Isle.

Bulk requirement deviations are the narrower single-family lots that result from the extensive environmental constraints result in a smaller lot size than would be available under R-1 zoning. The PDD approval allowed for the following bulk requirements deviations for the single-family lots which are shown below.

Zoning & Planning recommends approval this Preliminary Plat to the Town Board with the following conditions:

1. Add a notation to the plat specifying “Future on-street bicycle facilities may be installed in the Brayden Lane right-of-way. Sidewalks will be installed along all public roads.”
2. Add the Brown County standard notion regarding ESAs on the plat.
3. Stormwater management facilities pursuant to Chapters 90 and 96 of the Town Code shall be reviewed and approved by the Town Engineer.
4. Technical corrections as required by the Town Engineer and Brown County.

MOTION by Peltier/Van Rossum to approve the Preliminary Plat with the conditions recommended by Zoning & Planning. No further discussion. Motion carried in a voice vote, 4-0-1 with P. Danen abstaining.

OLD BUSINESS:

1. Continued discussion, possible action, on Town financing and special assessment policies for road urbanization projects

Town Treasurer Renae Peters presented three options for the Board to consider:

- Special Assess the property owners
- Use Tax Increment District (TID) funding through TID #2 Funds
- Hybrid through a combination of TID increment funding and proceeds from revenue collected via the lease for operations & maintenance of Ledgeview Golf Course.

Treasurer Peters explained each option and recommended the hybrid combination as there are timeline restrictions for using TID funds on qualifying expenses.

Chairman P. Danen gave a historical synopsis of how and why the urbanization of Scray Hill Road Project including the roundabout at the intersection of Scray Hill Road, Bower Creek, and Dickinson Road came about. A copy of the synopsis and timeline is attached to the record copy of the meeting minutes.

There was Board discussion regarding criticisms and accusations toward Board members that were unappreciated.

MOTION by P. Danen/Cheslock to request staff to draft a resolution for future board action regarding project funding for 2020 road reconstruction projects relating to Scray Hill Road, Bower Creek Road and Dallas Lane using a hybrid funding of TID #2 Increment and proceeds from Ledgeview Golf Course, and the reasoning behind the decision making for why this project was treated differently than the normal for future Boards. No further discussion. Motion carried in a voice vote, 5-0.

NEW BUSINESS:

1. Discuss and Act on Resolution No. 2020 - 06 Declaring a State of Emergency due to COVID-19.

COVID-19 has brought about unprecedented times for all. Declaring a State of Emergency gives the Town additional resources for these unprecedented times.

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

2. Approval of the 2019 Annual Report.

Annual action of the Town Board to approval the 2019 Annual Report for distribution at the Annual Meeting.

MOTION by M. Danen/Van Rossum to approve the 2019 Annual Report. No further discussion. Motion carried in a voice vote, 5-0.

3. Act on bids received for Scray Hill Road Reconstruction Contract B-2020.

Staff advised that eight bids were received for Scray Hill Road Reconstruction Contract B-2020 including the roundabout. Peters Concrete was the lowest bidder. It's hopeful to start the project earlier rather than later since school is not in session. The project is scheduled to be complete by October 1st.

MOTION by M. Danen/Van Rossum to Peters Concrete in the amount of \$2,192,843.69. No further discussion. Motion carried in a voice vote, 5-0.

4. Act on bids received for Curb and Gutter Replacement Contract C-2020.

Several area contractors submitted bids for this project. The lowest bid is Sommers Construction.

MOTION by Van Rossum/Peltier to approve Sommers Construction in the amount of \$69,774.00. No further discussion. Motion carried in a voice vote, 5-0.

5. Accept 2019 Municipal Separate Storm Sewer System (MS4) Annual Report.

Annual action of the Town Board to accept the 2019 MS4 Annual Report for submission to the Department of Revenue.

MOTION by Van Rossum/Peltier to accept and put on record the 2019 MS4 Annual Report. No further discussion. Motion carried in a voice vote, 5-0.

6. Review and discuss alternatives for snow and ice removal service on Town roads.

Staff presented four options for Board consideration:

- Release a Request for Proposal (RFP) for the entire town
- Kittle/Public Works hybrid transitioning to only Public Works overtime
- Plow utilizing only Public Works starting Fall 2020
- Release a Request for Proposal for contracted services for the entire town transitioning to only Public Works overtime.

There was much Board discussion. The Board felt they would prefer to release an RFP to see what service options are available. The Board also indicated that the preference would be to proceed with alternative #2 should the option of contracting for key services not be available after having gone through the RFP process.

MOTION by P. Danen/Peltier to release an RFP with for service for the entire town, and if there is no suitable offers, to work with Kittle/Public Works hybrid transitioning to only Public Works overtime. No further discussion. Motion carried in a voice vote, 5-0.

7. Recommendation to confirm employment offer for Public Works Crew I position.

The Town budgeted for an additional public works crew member, went through the hiring process, and a recommendation was made from the Personnel & Finance Committee to the Town Board prior to COVID-19 pandemic. The Board acknowledged the employment offer and determined they would take action once an accepted offer was retained by the applicant.

No action taken.

8. Appoint additional Poll Workers for the 2020-2021 Election Season.

With the recent COVID-19 pandemic and the continuation of the April 7th Election, many poll workers have decided not to work the polls leaving the town a bit short. These are additional poll workers will fill the gap.

MOTION by Van Rossum/M. Danen to approve the appointment of additional poll workers. No further discussion. Motion carried in a voice vote, 5-0.

COMMUNICATIONS: None.

ORDINANCES: None.

REPORTS:

Administrator:

- A written report was provided to the Board.
- Staff needed guidance on the painting of the logo on the water tower. The Board gave guidance of a Logo on both sides of the tower in two colors.

Clerk:

- Working on April 7th, 2020 Election.

Planner:

- Nothing to add.

Treasurer:

- Working on snow removal, annual report, and special assessments.

Engineer:

- Bower Creek will be closed for the remainder of April for sewer installation.
- Chip sealing and crack sealing bid preparation.

Fire Chief:

- COVID-19 personal protective equipment.
- Weekly COVID-19 updates with local officials

Parks & Recreations:

- A written report was provided to the Board.

Public Works:

- House on Dallas Lane is hooking up to water.
- Water tower painting is scheduled to start next week.

Board Comments: None.

APPROVAL OF THE VOUCHERS:

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

ADJOURNMENT:

MOTION by P. Danen/Van Rossum to adjourn. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 8:21PM.

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