

The Ledgeview Town Board held a meeting on **Tuesday, April 21, 2020 at 4:30 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 monitor 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 for recognition at the meeting.

CALL TO ORDER

The meeting was called to order by Chairman Philip J. Danen at 4:30 PM.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was dispensed of.

ROLL CALL

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

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

AGENDA APPROVAL

Chairman P. Danen explained that New Business items 1 and 2 were to be stricken from this agenda as there was additional work to be added to the projects.

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

CONSENT AGENDA

1. Regular Board Meeting Minutes:
 - a. April 6, 2020 Town Board Meeting
2. Routine Reports: None
3. Committee/Commission Reports:
4. Operator's Licenses: April 6, 2020 – April 17, 2020.
5. Other Committee Minutes:
 - a. March 11, 2020 Commission Meeting Minutes.
 - b. October 23, 2019 Redevelopment Authority Meeting Minutes.
 - c. December 11, 2019 Zoning Board of Appeals Meeting Minutes.
 - d. March 25, 2020 Central Brown County Water Authority Meeting Minutes.
6. Pay Requests: None.
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 M. Danen/Van Rossum approve the Consent Agenda as written. No further discussion. Motion carried in a voice vote, 5-0.

PUBLIC COMMENT:

Per COVID-19 Open Meeting Procedures provided by the Wisconsin Legislature, the Wisconsin Department of Justice, and the Wisconsin Town Associations, public comments were accepted in written format submitted to the Clerk prior to the meeting and distributed to the Board Members for recognition at the meeting.

Andy & Kim Scray, 1711 Scray Hill Road submitted questions that were answered by Town Administrator.

Mary Janssen, 4371 Scray Hill road submitted comments which were distributed to the Board Members prior to the meeting.

Sue Grohusky, 1775 Hawthorne Heights Drive – Submitted several comments in writing all which were distributed to the Board Members prior to the meeting.

Please note that the Town Clerk did receive requests from all three individuals for the public access code to this meeting. All three individuals were given the access code to the meeting, however, were not dialed in at this juncture.

PUBLIC HEARING: None.

ZONING & PLANNING:

1. **Recommendation by Zoning & Planning on the request by Jon Leroy Mau & Associates, agent for Heritage Villas, LLC, Jerry Lochman, owner, for a Building, Site, and Operations Application for parcel D-1987, 4575 Trellis Drive.**

The developer is requesting to replace two (2) 6-unit buildings with one (1) 12-unit building as the 12-unit building has units with 2-stall garages. The developer has indicated to Staff that the units with 2-stall garages are in very high demand. Unfortunately, the 6-unit buildings do not have any 2-stall garages.

The 12-unit buildings have two units with 2-stall garages attached. The developer is requesting to replace two 6-unit buildings with a 12-unit building.

The Zoning & Planning Commission unanimously recommended approval of the revised development to the Town Board with the following findings and conditions:

1. The Zoning & Planning Commission finds that the proposed replacement of two (2) 6-units building with a 12-unit building is not a substantial change to the previously approved Planned Development District.
2. The landscape plan will be revised to indicate the planting size of coniferous trees to be a minimum of 6-feet.
3. The developer shall provide a revised grading plan to the Town Engineer for review.

MOTION by M. Danen/Van Rossum to approve the revised development plan based on Zoning & Planning's findings and with their recommended conditions. No further discussion. Motion carried in a voice vote, 5-0.

OLD BUSINESS:

1. 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 and the Town Board prior to COVID-19 pandemic. An offer was extended and accepted by Clayton Cohen to start May 4th.

MOTION by P. Danen/Van Rossum to approve the employment offer extended and accepted by Clayton Cohen. No further discussion. Motion carried in a voice vote, 5-0.

NEW BUSINESS:

1. Act on bids received for pavement chip sealing services.

This item was struck under Agenda Approval above.

2. Act on bids received for pavement crack sealing services.

This item was struck under Agenda Approval above.

3. Recommendation to approve update to Town of Ledgeview Official Traffic Map.

Typically, the approval of the updated Official Traffic Map is done at the beginning of the year. However, with the number of developments coming on board, approval now allows Public Works order and install the signs prior to the developments opening for public use.

MOTION by Peltier/Van Rossum to approve the Town of Ledgeview Official Traffic Map. No further discussion. Motion carried in a voice vote, 5-0.

4. Resolution regarding project funding for 2020 road reconstruction projects.

As discussed in the April 6th Town Board Meeting, the Treasurer had offered payment options for the Board to consider for Scray Hill Road Urbanization, Bower Creek Road Urbanization, and Dallas Lane Urbanization projects in lieu of special assessments.

The resolution indicates that the funding for the Scray Hill Road Urbanization, Bower Creek Road urbanization, and Dallas Lane Urbanization projects are to be given an exception to the special assessment process as upon review and consideration of options and alternatives to provide safe and efficient travel for vehicles, pedestrians, and bicycles for the residents in these surrounding areas as well as for the good of the community, the Ledgeview Town Board determined that portions of Scray Hill Road, Bower Creek Road and Dallas Lane should be reconstructed from a rural cross section to an urban cross section. This includes the widening of the existing road within the available right of way, filling in the existing ditch and installing storm sewer, curb and gutter and adding sidewalk as recommended in the approved Town of Ledgeview Comprehensive Outdoor Recreation Plan (CORP).

The Town Treasurer, per the Town Board's request, has completed cost analysis regarding the roadway urbanization projects as it relates to the Town's financial health. Such analysis related to projected mill rate calculations for the project debt proceeds, the TID #2 pro forma and analysis of the special revenue fund that has been created for the Ledgeview Golf Course. The Town Treasurer has provided options for the Town Board to consider whereby the approximate \$460,000 of proposed special assessments for the three projects – Scray Hill Road Urbanization, Bower Creek Road Urbanization and Dallas Lane Urbanization – could be absorbed through a combination of TID#2 funds and special revenue funds from the Ledgeview Golf Course.

MOTION by P. Danen/M. Danen to approve the Resolution regarding project funding for 2020 road reconstruction projects as written. No further discussion. Motion carried in a voice vote, 5-0.

5. Approval of easement and pipe along north property line of parcel D-199 located on Dickinson Road, Unified School District of De Pere, for \$41,982.

The School District has agreed to give the Town an easement to install a pipe along the north property line to take storm water to the creek to the east rather than to the pipe that drains onto Kuyper Lane.

Peltier/Van Rossum to approve the easement as drafted. No further discussion. Motion carried in a voice vote, 5-0.

6. Discuss and act on 2019 Wisconsin Act 185 postponement of the Annual Meeting to a later date.

Due to COVID-19, and under the guidance of the Wisconsin Towns Association, 2019 Wisconsin Act 185 allows Towns to postpone the Annual Meeting to a future date and time more conducive for residents to attend. Under the guidance, the date will be within 60 days of the expiration of Executive Order #72 Declaring a State of Emergency.

MOTION by M. Danen/Cheslock to postpone the Annual Town Meeting to a later date. No further discussion. Motion carried in a voice vote, 5-0.

7. Swearing in of the newly elected Town Board Officials in accordance with the April 7, 2020 Presidential Preference and Spring Election.

Swearing in typically takes place at the Annual Town Meeting. However, since that is postponed, under guidance of Wisconsin Towns Association, newly elected Town Board Officials are to be sworn in at the Town Board Meeting after the election.

Swearing in as Town Board Supervisors; Renee Van Rossum and Mark Danen for a two-year term ending April 19, 2022.

COMMUNICATIONS:

1. It's Municipal Treasurer's Week this week. Honored both Town Treasurer Renae Peters and Deputy Treasurer Tim Reckelberg for keeping the Town in good financial health.

ORDINANCES: None.

REPORTS:

Administrator:

- Guidance was given on Ledgeview Golf Course Lease and House Rental in terms of COVID-19.
- Office Summer Hours.
- Snow Removal and Sand/Salt Request for Proposal are May 13th.

Clerk:

- Election statistics and results were given.
- Schedule of upcoming public hearings were given.
- Schedule of Open Book and Board of Review were given.

Planner:

- Nothing to add.

Treasurer:

- Overall market adjustment for assessments was discussed. Staff will research and bring back at a future date.

Engineer:

- Bower Creek will be closed for the remainder of April. Curb and gutter installation is scheduled for next week.
- Brayden Lane is scheduled to open June 1st.
- Locates started on Scray Hill Road Urbanization Project.

Fire Chief:

- Nothing to ad.

Parks & Recreations:

- A written report was provided to the Board.
- Earth Day, Wednesday April 22nd.
- Arbor Day, Friday April 24th.

Public Works:

- Repaired sewer pipe on Swan Stone Circle.
- Replaced culvert on Ravine. Road.

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/Peltier to adjourn. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 5:06PM.

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