



LEDGEVIEW TOWN BOARD MINUTES
Tuesday, May 18th, 2021 at 4:00 PM
or as soon thereafter as possible
Ledgeview Community Center
Community Room
3700 Dickinson Road, De Pere, WI 54115

This was an in-person meeting of the Ledgeview Town Board. The public was able to participate in-person following the CDC COVID-19 Guidelines for social distancing. Those who wish to monitor the meeting via telephone were given the appropriate call-in meeting numbers.

CALL TO ORDER

The meeting was called to order by Chairman P. Danen at 4:08 PM

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all in attendance.

ROLL CALL

Present was Chairman Phil Danen, Supervisors Renee Van Rossum, M. Danen, Sachin Shivaram, and Alan Matzke.

Staff present was Administrator Sarah Burdette, Planner Dustin Wolff, Zoning Administrator Dan Teaters, Treasurer Renae Peters, Engineer Scott Brosteau, Public Works Director Greg Potts, Park & Recreation Director Stephanie Schlag, and Clerk Charlotte Nagel.

AGENDA APPROVAL

Staff advised there were no changes to the agenda.

Motion by Van Rossum/Matzke 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. May 3, 2021 Town Board Minutes.
2. Routine Reports: None
3. Committee/Commission Reports:
4. Operator's Licenses:
5. Other Committee Minutes:
 - a. February 9, 2021 Personnel & Finance Committee Minutes.
 - b. April 7, 2021 Sanitary District Minutes.
 - b. April 14, 2021 Zoning & Planning Minutes.
6. Pay Requests:
 - a. Approve pay request #3 for Mystery Ridge Subdivision, Contract E-2020, for \$126,423.79 to Jossart Brothers Inc.
 - b. Approve pay request #5 for Stone Fence Preserve, Contract G-202, for \$278,435.33 to Feaker & Sons Co. Inc.
7. Special Event & Street Closure Permits:
 - a. Sunday Funday! Outdoor Music Event, ~~June 6, 2021~~ from Noon – 6:00 PM at Chicago Street Pub, 1950 Dickinson Road.
NOTE: Staff advised there was a change in date for the Sunday Funday! Event to Sunday, June 20th, 2021.

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/Shivaram to approve the Consent Agenda with the noted Sunday Funday! Event date change. No further discussion. Motion carried in a voice vote, 5-0.

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

PUBLIC COMMENT:

Dan Kerkhoff, 3848 Dickinson Road – Gave an overview of the Fire Department meeting with McGrath Consultants regarding the Fire Department Study.

PUBLIC HEARING: None.

ZONING & PLANNING:

1. Recommendation by Zoning & Planning on the request by Steve Bieda of Mau & Associates, on behalf of Keith Garot (owner) for the final plat of Red Hawk Landing First Addition including all of parcels; D-2323, D-2324, D-2322, D-2333-D-2354.

The proposed plat is to finalize the platting of the lots (50 – 73, Outlot 37) impacted by the flood study. The original development was reviewed and approved by the Zoning & Planning Commission and the Town Board in May and September 2019. In total, the development contains 73 lots and 11 Outlots. Five (5) lot will be for two-family residences. A number of lots were impacted by floodplain and a flood study was required to be completed and approved as part of the original Final Plat for the development.

Lots in development are zoned R-1 (Residential) and R-2/PDD (Residential Two Family Dwellings/Planned Development District). Most of the lots comply with the base R-1 District requirements to have a minimum width of 90-feet at the base setback line, and minimum area of 12,000 square feet. To accommodate the reduced lot width (~80') for certain lots, the flexibility available through the Planned Development District was needed and approved.

Outlot 37 is upland area that is not large enough for residential development. This outlot will be attached to the adjacent Lot 23 by a separate Certified Survey Map (CSM).

The Zoning & Planning Commission unanimously recommended approval of the Plat to the Town Board conditioned upon any technical corrections required by the Town Engineer or Brown County.

Motion by Shivaram/Matzke to approve the final plat of Red Hawk Landing First Addition with the conditions set forth by the Zoning & Planning Commission. No further discussion. Motion carried in a voice vote, 5-0.

2. Recommendation by Zoning & Planning on the request by Steve Bieda of Mau & Associates, on behalf of Seville Properties (owner) for the preliminary plat of Grande Ridge Estates First Addition including all of parcels; D-450-2 and D-450-1.

The Grande Ridge Estates development was approved back in 2017 for 56 lots and a series of outlots on approximately 37.1 acres. The petitioner is requesting the review of a Preliminary Plat for the next phase, which entails 20 lots and 5 outlots.

The adopted Comprehensive Plan depicts the area for Planned Neighborhood. Planned Neighborhoods are mapped for significant growth areas of the Town that should be a carefully planned mixture of predominantly single-family residential development, combined with one or more of the following land use categories: Two-family Residential, Multi-Family Residential, Institutional, and Parks/Public Open Space. Future development of the Van Straten Farms is mindful of the planned mixture of residential uses for the area, and future phases along CTH X will include two-family and multi-family development. The proposed residential development and density is in keeping with the desired land use for the area and is consistent with the Plan.

The Brown County Environmentally Sensitive Area Plan illustrates some drainageways at the end of Royal Vista Trail in the location of Lot 76. The proposed plat provides the appropriate setback buffer along these features, but the drainageway will be realigned to improve the buildability of Lot 76.

Access to the development is through Grande Ridge Estates to Oak Ridge Circle, which has separate connections to CTH G and CTH GV. The Zoning & Planning Commission and the Town Board were clear in approving the Van Straten Farms Area Development Plan and the initial subdivision that Phase II (this proposed development) will require connection to Wayne Lane. A 70-foot dedication of right-of-way to make this connection is provided on the Preliminary Plat. The details of what

this “road” will be has not been determined. While not specifically a concern at this time, the Town Engineer and Public Works Director will sort out those details prior to the Final Plat being submitted.

A stub right-of-way dedication is illustrated that will provide a northerly connection to Scenic Drive. As you may recall, the Anderson family that owns the land to the north did submit a concept land division for their lands on Scenic, and a dedication extending Scenic Drive to the south was a requirement of approval by the Zoning & Planning Commission. There is no timeframe for the actual construction of a Scenic Drive roadway, but getting the dedication is a Town priority at this time.

No dedication of right-of-way is illustrated that would provide a connection to Heritage Heights Drive at this time. This was a point of contention by residents on Heritage Heights Drive when the Area Development Plan was reviewed and approved by the Board. When the development of Outlot 8 occurs, the location of that right-of-way connection will be determined.

The Town will be requiring that all construction access be provided from CTH X through Wayne Lane.

The Zoning & Planning Commission unanimously recommend approval of the Preliminary Plat, conditioned upon the following:

1. Notation being added to the Plat that specifies sidewalks will be required along all public rights-of-way.
2. All construction access to be provided only from CTH X through Wayne Lane.
3. Recommendation of the Parks Board to determine if on-street bicycle lanes should be demarcated along the future urbanized road providing connection to Wayne Lane and CTH X.
4. Technical issues outlined by the Town Engineer and Brown County.

Motion by Van Rossum/M. Danen to approve the preliminary plat of Grande Ridge Estates First Addition with the conditions set forth by the Zoning & Planning Commission. No further discussion. Motion carried in a voice vote, 5-0.

OLD BUSINESS: None.

NEW BUSINESS:

1. Discuss and Act on Recommendation from the Personnel & Finance Committee to approve the Ledgeview Financial Policy & Procedures Manual, the Debt Management Policy, the Investment Policy and the Fund Balance Policy.

The Town shares four financial policies with the Sanitary District. They are the Financial Policies & Procedures Manual, the Debt Management Policy, the Investment Policy and the Fund Balance Policy. While briefly reviewed and updated each year prior to the annual budget process, these policies haven’t a good in-depth review in years. One of my goals in 2021 was to review these policies, update the language to reflect what processes are actually happening and which processes should be happening and add any pertinent information suggested by the Government Finance Officers of America (GFOA) best practices.

Updating these policies makes it clear for Board/ Commission members, staff, auditors and bond counsel/ underwriters what they can expect from the Town financially. The policies provide clear guidance for everything from how staff can purchase items to how debt issue funds are dealt with to how much fund balance is required at the end of the year. A written policy is a piece of information bond rating companies are always looking for and this will improve our chances for a higher rate to be given.

The Personnel & Finance Committee as well as Jeff Belongia (financial consultant) and Scott Sternhagen (auditor) have reviewed the proposed drafts and made a recommendation to approve.

Motion by Matzke/M. Danen to approve the recommendation of the Personnel & Finance Committee to approve the Ledgeview Financial Policy & Procedures Manual, the Debt Management Policy, the Investment Policy and the Fund Balance Policy. No further discussion. Motion carried in a voice vote, 5-0.

2. Discuss and Act on Recommendation from the Personnel & Finance Committee to approve the Ledgeview Employee Remote Work Policy.

In 2020, the Town of Ledgeview, with help of federal aid made available due to the COVID pandemic, made significant investments in technology that would allow employees to work remotely should the need arise. The Town Employee

Handbook was silent on remote work at the time. In addition, there have been limited circumstances that occurred in 2020 where it was beneficial for employees to work remotely. In light of this, a written policy is recommended going forward.

The Personnel & Finance Committee reviewed a proposed draft and acknowledged that now is a good time to have a written policy. The Committee did make some suggested changes to the draft that relate to adding verbiage to strengthen the policy to note that it is preferred to have staff work in the office for the purposes of customer service and promoting teamwork within the staff. They also suggested that more clarity should be included in the draft as it relates to ensuring the employee is available to come into the office when needed and that they should be working in an environment that is free of distractions when working remotely. Those changes are included in the draft that is before the Town Board.

Motion by M. Danen/Matzke to approve the recommendation from the Personnel & Finance Committee to approve the Ledgeview Employee Remote Work Policy. No further discussion. Motion carried in a voice vote, 5-0.

3. Discuss and Act on Recommendation from the Personnel & Finance Committee to approve the Resolution for Inclusion under the Wisconsin Deferred Compensation Program.

The Town currently has a Section 457 plan that is considered an optional employee benefit. The 457 plan is administered by Nationwide Retirement.

The state of Wisconsin also offers a Section 457 plan and it is called the Wisconsin Deferred Compensation Program (WDC). It is designed to help employees reach retirement goals by providing before-tax and after-tax savings opportunities that is similar to the Nationwide plan.

A local WDC representative contacted me a few months ago to provide me with information about WDC. A number of employees that have had a WDC account at other employers had also inquired about whether the Town would consider participating in the WDC here in Ledgeview.

There are currently no costs to employers interested in joining the WDC and there is no minimum number of employees that are needed. Onboarding is simple in that the governing board or committee adopts a resolution for inclusion under the WDC, online portal access is then provided and meetings are held with interested employees to learn about the program and/or enroll them.

Finance Department staff has reviewed the program and concurs that there would be minor additional work – in terms of payroll processing- that would need to occur for employees who enroll. There are no concerns with taking on that additional work.

Motion by Matzke/Van Rossum to approve the recommendation from the Personnel & Finance Committee to approve the Resolution for Inclusion under the Wisconsin Deferred Compensation Program. No further discussion. Motion carried in a voice vote, 5-0.

4. Discuss and Act on Resolution No. 2021-07 to Approve the Ninth Amendment to the Central Brown County Water Authority Water Purchase and Sale Contract.

The goals of the proposed 9th Amendment to the Member Water Purchase and Sale Contract are:

1. Generate additional revenue by expanding membership
2. Improve affordability for all members and their water customers
3. Attract new members by adding clarity and flexibility to the process
4. Uphold member equity in the process of adding new members
5. Establish criteria for the review of new member proposals
6. Provide long-term value to new members and their water customers

Once the Water Authority's existing bonds are retired, it is the future expectation that charges for all Members will be calculated more like a typical utility: based on a water purchase rate and the monthly volume of water used. In order to attract new Members, it is proposed that Customer Members will be billed on this basis right away – even before the retirement of the existing bonds. Charter Members would continue to pay most charges on the basis of estimated annual water use, an even monthly payment, and year-end true-up. However, this proposal includes an immediate change for Charter Members to be billed on the basis of actual volume of monthly water use for certain Fixed Costs. This includes Capital Improvement Program costs and Contributions to Long-Term Reserves.

The proposed changes to billing methods are designed to attract and integrate new Customer Members. In order to admit a new Customer Member a “Subsequent Contract,” must be approved by the Water Authority Membership Committee and Board of Directors, and by the new member. Many changes to the requirements for Subsequent Contracts are needed in order to meet the stated goals of the 9th Amendment. As currently written, these requirements create a substantial barrier for the addition of any new members. Requests for water service by potential Customer Members will be reviewed under an established process and must meet the Water Authority’s review criteria for Subsequent Contracts. The process and criteria will be adopted in a separate policy document maintained by the Water Authority

Motion by Van Rossum/Shivaram to approve Resolution No. 2021-07 to Approve the Ninth Amendment to the Central Brown County Water Authority Water Purchase and Sale Contract. No further discussion. Motion carried in a voice vote, 5-0.

5. Appoint a Town of Ledgeview Representative to the NEW Water Municipal Committee.

At the March 16th Meeting, the Town Board approved a joint resolution with Ledgeview Sanitary District in support of the Creation of NEW Water Municipal Committee. The next step is to have the Town name a representative to this committee. Motion by Shivaram/Matzke to appoint Town Administrator Sarah Burdette as the Town Representative to the NEW Water Municipal Committee. No further discussion. Motion carried in a voice vote, 5-0.

6. Confirm Town Chair’s Committee Appointments:

- a. **Personnel & Finance Committee.**
- b. **Redevelopment Authority.**
- c. **Zoning Board of Appeals.**
- d. **Zoning & Planning Commission.**
- e. **Park, Recreation and Forestry Committee.**
- f. **Length of Service Award Committee.**

Ordinance dictates the Town Chair makes annual appointments to Committees and Commissions which are confirmed by the Town Board.

Motion by Van Rossum/M. Danen to confirm the Town Chairman’s recommended appointments. No further discussion. Motion carried in a voice vote, 4-0.

7. Recommendation from Beautification Sub-Committee for approval of Trail Paintings.

As part of the 2020 Beautification Sub-Committee (BSC) Work Plan, the committee has been working toward outlining goals and next steps to achieve the work plan item: “Elevate Public Art in the Community”. This project was presented and approved by the Town Board of Supervisors at the 3/1/21 meeting. At this meeting, the board indicated they would like final approval of the art designs.

The selected artist, Lynn Peters, attended the May 11, 2021 Beautification Sub-Committee meeting to present the final renderings of the 4 paintings. To summarize Lynn’s vision as described at the meeting, these paintings are intended to be a series of four 8’ x 10’ paintings that evoke a feeling of whimsy and movement. The paintings will be in order and the next painting will be close enough that you can see one painting from the previous. The color of the painting will go to the edge of the trail, and the design itself is intended to “spill” over the rectangular area. The colors will be opaque (the renderings use watercolor) with a more vibrant version of the hue seen on the rendering. The paintings intentionally use minimal numbers of color to help with maintenance and touch ups if/when needed.

The artist intends on starting in August when she anticipates trail use to be lower due to school preparations and summer vacations, and weather may be most favorable.

These paintings will start at the trail by the Creamery Road entrance of Ledgeview Park to provide visibility to users of Olde School Square and Ledgeview Park.

Motion by P. Danen/M. Danen to approve the trail paintings as recommended by the Beautification Sub-Committee. No further discussion. Motion carried in a voice vote, 5-0.

COMMUNICATIONS:

1. May 12, 2021 Memo from Realtors Association of Northeast WI, Inc. regarding Use of Federal Stimulus Funds through the American Rescue Plan Act.
2. May 7, 2021 Notice of Floodplain Zoning Changes/Floodplain Ordinance Amendments Public Hearing from Brown County Zoning Department.
3. May 16th – 22nd is National Public Works Week. The Public Works Department was recognized for they do for the Town.

The Board acknowledged receipt of the above mentioned items.

ORDINANCES: None.

REPORTS:

Administrator:

- Status update on the Fire Department Study with McGrath Consulting.
- Commercial Insurance Review.
- Updating of Office Administrative Policies.
- Dropbox for the new Town Board members.
- Status update on the Van Dreel case.
- Summer office hours begin the week of May 30th. Memorial Day is May 31st and the office will be closed in observance of that day. Summer office hours are Monday-Thursday 7:30-4:30pm; Friday 7:30-11:30am.

Treasurer:

- April 2021 Cash Flow Report was received.
- Overview of Sanitary District Meetings.
- Tax Increment District Annual Report.
- Associated Bank offered services.
- 2021 Assessment Roll.

Zoning Administrator:

- Continuing to acclimate to Ledgeview.

Engineer:

- Status updates were given on the following projects:
 - Stone Fence Preserve
 - Mystery Ridge and Dallas Lane
 - Scray Hill Road
 - Red Hawk Landing
 - Fox River Drive Culvert

Public Works Director:

- Gave an overview of the Public Works Crew Projects.
- Compost Site relocation with De Pere, Allouez, and Ledgeview.
- Lone Oak Pulverizing Project with City of De Pere.
- Update Driveway Permitting process and application.

Park & Recreation Director:

- Overview of Park & Recreation Committee and Beautification Sub-Committee Meetings.
- All grant-related tree planting has finished for this year.
- The Town has received the final pay request for the construction of Mulva Fields.
- Staff is working on the logistics of hosting a chainsaw safety training class here in Ledgeview this fall.
- Work on the pollinator habitat at Ledgeview Park.
- The arborvitae have been planted at the golf course along Bower Creek Road. P

Clerk:

- Submitted letter of resignation.

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.

CLOSED SESSION:

- 1. The Town Board may convene into closed session pursuant to WI State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises authority. The purpose is to review and discuss the Town Clerk position. The Town Board may then reconvene into open session to take action on items discussed in closed session.**

Motion by P. Danen/Van Rossum for the Town Board may convene into closed session pursuant to WI State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises authority. The purpose is to review and discuss the Town Clerk position. The Town Board may then reconvene into open session to take action on items discussed in closed session. Roll call vote: Shivaram- Aye, M. Danen – Aye, P. Danen - Aye, Van Rossum – Aye, Matzke – Aye. Motion passed in a roll call vote, 5-0.

At 5:27 PM the Town Board convened into closed session.

Motion by P. Danen, seconded by Van Rossum for the Town Board to reconvene into open session. No further discussion. Motion carried in a voice vote, 5-0.

At 5:57 PM, the Town Board reconvened into open session.

Motion by P. Danen/M. Danen to reluctantly accept the resignation of the Town Clerk. No further discussion. Motion carried in a voice vote, 5-0.

Motion by P. Danen/Matzke to adjust the pay for the Administrative Assistant per the Administrator’s recommendation. No further discussion. Motion carried in a voice vote, 5-0.

ADJOURNMENT:

Motion by P. Danen/Matzke to adjourn. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 6:01 PM.

Respectfully submitted,

Charlotte Nagel
Clerk