

LEDGEVIEW TOWN BOARD MINUTES
Tuesday, January 18, 2022 at 4:30 p.m.
or as soon thereafter as possible
Ledgeview Community Center
3700 Dickinson Road, De Pere, WI 54115

CALL TO ORDER

The meeting was called to order by Chairman P. Danen at 4:30 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all in attendance.

ROLL CALL

Present were Chairman Phil Danen, Supervisors Renee Van Rossum, Mark Danen, and Sachin Shivaram and Supervisor Alan Matzke.

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

AGENDA APPROVAL

Staff advised there were no changes to the agenda.

Motion by Supervisor M. Danen to approve agenda as written **seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in a voice vote, 5-0.

CONSENT AGENDA

1. Regular Board Meeting Minutes:
 - a. December 21, 2021 Town Board Minutes
2. Routine Reports:
3. Committee/Commission Reports:
4. Operator's Licenses: December 19, 2021 thru January 15, 2022
5. Other Committee Minutes. Accept and place on file:
 - a. November 22, 2021 Service Award Program (SAP) minutes
6. Pay Requests:
 - a. Approve pay request #1 for Beau Rivage and Fox River Court ponds, Contract A-2021, for \$108,325.00 to Turf Pro.
7. Special Event & Street Closure Permits: None.

Motion made by Supervisor R. Van Rossum to approve the Consent Agenda as written, **seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a voice vote, 5-0.

PUBLIC COMMENT:

Chairman P. Danen opened public comment at 4:32 p.m.

David Wheeler – 3663 Half Crown Run

Asked the Board when the Half Crown Run and Euro Lane would be sealed as there are a lot of cracks in the pavement. Board directed this question to staff who confirmed that it was on the list to be completed by the end of this year.

After a call for additional comments, public comment was closed at 4:34 p.m.

PUBLIC HEARING: None

ZONING & PLANNING:

1. **Discuss and act on** the request by Steve Bieda of Mau & Associates, on behalf of Kael Coleman (owner) for a proposed combination Certified Survey Map for parcel D-1886, D-2325, and D-2326, 7800 Altmeyer Drive.

Staff advised that this item is not ready.

Motion made by Chairman P. Danen to table this item and bring forward at the next meeting. **Motion seconded by** Supervisor M. Danen. Motion carried in a voice vote, 5-0.

2. **Discussion and act on** a request by Matt Davis (agent) on behalf of AT&T to add on to an existing cell tower located on parcel D-344, 4527 Old School House Lane.

Staff presented stating the petitioner is requesting approval to install a new AT&T antennae array on an existing U.S. Cellular owned guyed tower (180') and fenced compound area. AT&T will lease a 435 sq. ft. area within the existing fenced compound area at the base of the tower to accommodate their equipment cabinet, a generator and a rack and meter.

A Class 2 Co-Location is the placement of antennae on an existing support structure such that the owner of the facility does not need to construct a freestanding support structure for the facility or engage in substantial modification.

ZPC recommended approval to Town Board with conditions.

Motion made by Supervisor S. Shivaram to approve the Building Site and Operations Plan for a Class 2 Co-Location with the condition that the generator is programmed for testing to run after 7 a.m. or before 9 p.m. for noise concerns.

Motion seconded by Supervisor R. Van Rossum. No further discussion. Motion carried in a voice vote, 5-0.

3. **Discussion and act on** a request by Troy Hewitt of Robert E. Lee & Associates, on behalf of Jeff Marlow (Lexington Homes) for a replat Certified Survey Map of parcels D-2398, D-2397, D-2396, 1272-1256 Brayden Lane.

Staff presented as the petitioner is requesting the approval of a retracement CSM to turn three outlots into three buildable lots to sell for single family development. These lots would be part of the existing Feldspar Place subdivision. The Feldspar Place final plat was approved in 2020 with these as outlots because the flood study was still in progress for this area. With the completion of the study, they can now be re-platted as buildable area and included in the adjacent lots.

Lot 1 (existing Outlot 14) will be 13,387 SF in area, Lot 2 (existing Outlot 13) will be 9,125 SF, and Lot 3 (existing Outlot 12) will be 9,706 SF. All lots would have 62 feet of street frontage on Brayden Lane complying with the R-1/PDD bulk zoning requirement approved as part of the Feldspar Place final plat—a minimum lot size of 7,440 SF and lot width of 62 feet. All notes and restrictive covenants from the Feldspar plat need to be included or referenced on the CSM.

The ZPC recommends approval of the CSM to the Board, with conditions.

Motion made by Supervisor A. Matzke to approve the Certified Survey Map with the following conditions set forth by Zoning and Planning Commission

1. Revise the CSM to include:

- a. All Feldspar Place building setbacks on each proposed lot.
 - Building Setbacks: Front yard: 23' min. from ROW, Side yard: 6' min. each side, Corner side: 23' min. from ROW; Accessory Building: Side yard: 6' min.
 - b. All notes and restrictive covenants from the Feldspar plan.
 - "Future on-street bicycle route signage will be installed in the Brayden Lane right-of-way. Sidewalks will be installed along all public roads."
 - c. A note identifying the FEMA approved flood study
 - d. Identification of the floodway and the floodplain
 - e. 35-foot ESA setbacks from the floodway on each proposed lot
2. Future development of Lots 1 and 2 shall comply with code and plat requirements for building size and floor area and with the number of structures and other requirements.
 3. Address technical corrections required by the Town Engineer or Brown County.

Motion seconded by Supervisor M. Danen. No further discussion. Motion carried in a voice vote, 4-0. Chairman P. Danen abstained from voting on this matter as he does work for Lexington Homes.

4. **Discussion and act on** a request by Troy Hewitt of Robert E. Lee & Associates, on behalf of Jeff Marlow (Lexington Homes) for a replat Certified Survey Map of parcels D-2394, D-2395, 1280-1288 Brayden Lane.

Staff presented as the petitioner is requesting the approval of a retracement CSM to turn two outlots into two buildable lots to sell for single family development. These lots would be part of the existing Feldspar Place subdivision. The Feldspar Place final plat was approved in 2020 with these as outlots because the flood study was still in progress for this area. With the completion of the study, they can now be re-platted as buildable lots.

Lot 1 (existing Outlot 11) will be 10,260 SF in area and Lot 2 (existing Outlot 10) will be 10,814 SF. Both lots have 62 feet of street frontage on Brayden Lane complying with the R-1/PDD bulk zoning requirement approved as part of the Feldspar Place final plat—a minimum lot size of 7,440 SF and lot width of 62 feet. The notes and restrictive covenants from the Feldspar Place plat must be included or referenced on the CSM.

The ZPC recommend approval of the CSM to the Board, with conditions.

Motion made by Supervisor A. Matzke to approve the Certified Survey Map with the following conditions set forth by Zoning and Planning Commission

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 - b. All notes and restrictive covenants from the Feldspar plan.
 - "Future on-street bicycle route signage will be installed in the Brayden Lane right-of-way. Sidewalks will be installed along all public roads."
 - c. A note identifying the FEMA approved flood study
 - d. Identification of the floodway and the floodplain
 - e. 35-foot ESA setbacks from the floodway on each proposed lot
2. Future development of Lots 1 and 2 shall comply with code and plat requirements for building size and floor area and with the number of structures and other requirements.

Motion seconded by Supervisor M. Danen. No further discussion. Motion carried in a voice vote, 4-0. Chairman P. Danen abstained from voting on this matter as he does work for Lexington Homes.

OLD BUSINESS: None.

NEW BUSINESS:

1. **Request for approval** of Resolution R-2022-01 related to the transfer of town funds from the Fire Department Fundraising Account to the Ledgeview Fire Fighters Association.

This item is not ready.

Motion made by Chairman P. Danen to table item and is to be placed on the next agenda. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried a voice vote, 5-0.

2. **Request for approval** of the updated Service Award Program (SAP) point system.

Staff presented stating that this needed to be updated due to all of the organizational changes that have recently been made in order to better be compliant with standards and regulations that were previously outlined in the study conducted by McGrath Consulting.

The committee provided a red-lined version of the edits. The changes would be effective starting January 1, 2022.

Motion made by Supervisor A. Matzke to approve the updated Service Award Program point system. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in a voice vote, 5-0.

3. **Request and approve** the award of contract A-2022 for Tributary D Dredging.

Staff stated they had a bid opening regarding the dredging in the Mystery Valley area. The Town received nine (9) bids ranging from \$24,000 to \$96,000. Low bidder was KCG Excavating, LLC at \$24,187.30. The Town has worked with them before and never had any issues.

Since the bid came in lower than projected the Town will be able to do more dredging than originally budgeted and will be able to double the length of original project.

Motion made by Supervisor M. Danen to approve the Tributary D Dredging project and awarding it to KCG Excavating, LLC for \$24,187.30. **Motion seconded by** Supervisor S. Shivaram. No further discussion. Motion carried in a voice vote, 5-0.

4. **Update and discussion** on use of fund allocation from the American Rescue Plan Act (ARPA).

Staff presented by outlining the uses that are allowed as stated by the Federal Government. To summarize, the Town has four options on how to use the monies.

1. To respond to the COVID-19 public health emergency or its negative economic impacts, including assistance to households, small businesses, and non-profits, or aid to impacted industries such as tourism, travel and hospitality.
2. To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers.
3. For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency.
4. To make necessary investments in water, sewer, or broadband infrastructure.

Staff studied the explanations and criteria put out by the Dept. of the Treasury. Staff identified options that would be the most beneficial to the Town and the Town's utility infrastructure. Top nine (9) projects are as follows:

1. Extend water main and sewer on Cottonwood Lane 340 feet.
2. Extension of water main on Bower Creek Road 1,970 feet.
3. Provide sewer and water to Scray Hill Park restrooms/concession stand.
4. Dollar Road water main connection.
5. Pedestrian connection between Scray Hill and Grande Ridge.
6. Provide sewer and water to Van Straten Park restroom.

7. CTH G Sanitary Line #2.
8. Dollar Road Urbanization between Dollar Lane and Half Crown.
9. Oakridge Circle Urbanization between Garrett to Grande Ridge.

Motion made by Chairman P. Danen to table and continue discussion regarding the top projects and recommend the Board look over the details. **Motion seconded by** Supervisor S. Shivaram. No further discussion. Motion carried in a voice vote, 5-0.

5. **Request for approval** of Camera Corner Managed Services Agreement.

Staff stated that January 1, 2022 there was an abrupt departure of the current I.T. Services Provider. In 2021 staff met with Camera Corner, however, since January 1, 2022 there has been and currently are some issues in that Camera Corner has been able to step in and assist the Town with technical problems without a services agreement in place. Due to the urgency, staff was not able to meet with any other businesses. Agreement would be effective starting February 1, 2022.

Motion made by Chairman P. Danen to approve Camera Corner Managed Services, NetAssist On-Going Support Agreement. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a voice vote, 5-0.

6. **Request for approval** of the Contingent Offer to Purchase Portion of Parcel D-191 for Park Land.

As directed at the December 21, 2021 Town Board meeting, staff reached out to the owners of parcel D-191 to make an offer to purchase a portion of the parcel, labeled Lot 2 in the preliminary CSM. This offer was verbally accepted by the property owners. The purchase of land is contingent on approval by a vote at a special meeting of the electors, yet to be scheduled. As such, the attached document is a contingent offer to purchase. The intended use of Lot 2 is to preserve greenspace and offer connectivity of greenspace from Outlot 2 of the Red Hawk subdivision adjacent to and north of Lot 2, to the sidewalk/pedestrian access on Bower Creek Road.

Motion made by Supervisor R. Van Rossum to approve Offer to Purchase Portion of Parcel D-191, contingent on approval by a vote at a special meeting of the electors. **Motion seconded by** Supervisor S. Shivaram. No further discussion. Motion carried in a voice vote, 5-0.

7. **Request for approval** for Ditch Mowing Services Contract.

Staff suggested continuing with and renewing our ditch mowing services with Bruce Bauknecht Landscaping. We would renew contract for three (3) years and then evaluate moving these services in-house.

Motion made by Supervisor M. Danen to approve the Ditch Mowing Services Contract. **Motion seconded by** Supervisor S. Shivaram. No further discussion. Motion carried in a voice vote, 5-0.

COMMUNICATIONS:

Staff advised the Board that an email was received from Mr. Garritt Bader letting the Town know that the 'Kinley K project' is no longer a fruitful project and will not be moving ahead with the construction plan.

ORDINANCES: None.

REPORTS:

Administrator:

- Report as submitted.
- Will be looking at obtaining an RFP for a firm to help with strategic plan process looking at service level needs, especially human resources need – help putting that vision together.
- Administrative Assistant is currently being recruited for. Met with seven (7) for initial interviews.

Planner:

- Development agreement for Cocoon Brewing coming shortly.

Zoning Administrator:

- Report as submitted

Treasurer:

- Report as submitted

Clerk:

- Report as submitted

Engineer:

- Beau Rivage project is done.
- Getting paperwork done for reimbursement of a grant.

Public Works Director:

- Report as submitted

Park & Recreation Director:

- Report as submitted

Fire Department:

Board Comments:

- Supervisor M. Danen was asked to bring to staff if they could look at policy to allow dogs on the Ledgeview Golf Course trails. Staff would have to contact the superintendent and golf pro as who would maintain what, and how the trails are maintained.

APPROVAL OF THE VOUCHERS:

Motion made by Supervisor R. Van Rossum to approve the vouchers. **Motion seconded by** Supervisor S. Shivaram. No further discussion. Motion carried in a voice vote, 5-0.

CLOSED SESSION: None.

ADJOURNMENT:

Motion made by Chairman P. Danen to adjourn, **seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 5:35 p.m.

Respectfully submitted,

Jennifer L. Broich
Clerk

Approved at the February 7, 2022 Town Board Meeting.