

PLAN COMMISSION MEETING AGENDA

April 24, 2024 at 7:00 PM

Ridgeway Community Center - Room 101/102 208 Jarvis Street, Ridgeway, WI 53582

CALL TO ORDER AND ROLL CALL FOLLOWING THE PUBLIC HEARING

CONFIRMATION OF OPEN MEETING

CONSENT AGENDA

- 1. Adoption of Agenda
- 2. Adoption of Minutes: February 13, 2024

ITEMS FOR CONSIDERATION AND ACTION

- 3. Jon & Sue Husom- 56 Stonier Ln
- 4. E Keane St. parcel 177-0203.08 address

ADJOURNMENT



PLAN COMMISSION MEETING MINUTES

February 13, 2024 at 5:30 PM Ridgeway Community Center - Room 101/102 208 Jarvis Street, Ridgeway, WI 53582

CALL TO ORDER AND ROLL CALL

Meeting called to order by Chair Casper at 5:30 pm.

PRESENT: Chair Michele Casper, Trustee Rick Short, Member Kevin Zeier, Dale Peterson-Director of Public Works, Braden Losby-Streets and Parks Superintendent, Lori Phelan-Clerk/Treasurer. Also present: Bart Nies-Delta3 Engineering

ABSENT: Andrew Phelan, Gus Bellenger, Michael Larson

CONFIRMATION OF OPEN MEETING

Phelan indicated this was a properly noticed meeting posted on February 9, 2024, at the Ridgeway Community Center and the Village website, with notification sent via email/text to subscribers.

CONSENT AGENDA

Motion by Short, Seconded by Zeier to adopt the consent agenda as presented. Motion carried.

- Adoption of Agenda
- 2. Adoption of Minutes: Plan Commission February 8, 2024

CORRESPONDENCE, ANNOUNCEMENTS, AND REPORTS

3. Emerald Ridge Update

Casper shared that the purchase of the 13+ acres from Emerald Ridge has been completed. The Village now has opportunity for future development in a few years when the current TID expires and a new one can be created.

ITEMS FOR CONSIDERATION AND ACTION

4. Kaitlin Weber will be present to discuss and share a master plan for the property located at Grove and Kirby Streets.

Kaitlin shared historical deed information for the Strutt property at the end of Kirby Street/Grove Street. Lengthy discussion took place amongst the commission, Ms. Weber and Mr. Nies.

Motion by Short to postpone until the next meeting on March 6, 2024, 2nd by Short. Motion carried.

5. Bart Nies of Delta 3 Engineering will be present to discuss Phase 3 planning for Cardinal Way.

Mr. Nies shared a concept plan of the layout of a future development of the land purchased from Emerald Ridge. No action was taken at this time.

ADJOURNMENT

Motion by Zeier, Seconded by Short to adjourn at 6:41pm.





Platteville, WisconsinDubuque, Iowa

P 608.348.5355P 563.542.9005

mail@delta3eng.bw www.delta3eng.bi

Date: September 22, 2022

Project: 56 Stonier Lane

Village/City/Town: Ridgeway

State: Wisconsin

Street/Easement Name: Stonier Lane

From: Wells Street
To: 56 Stonier Lane

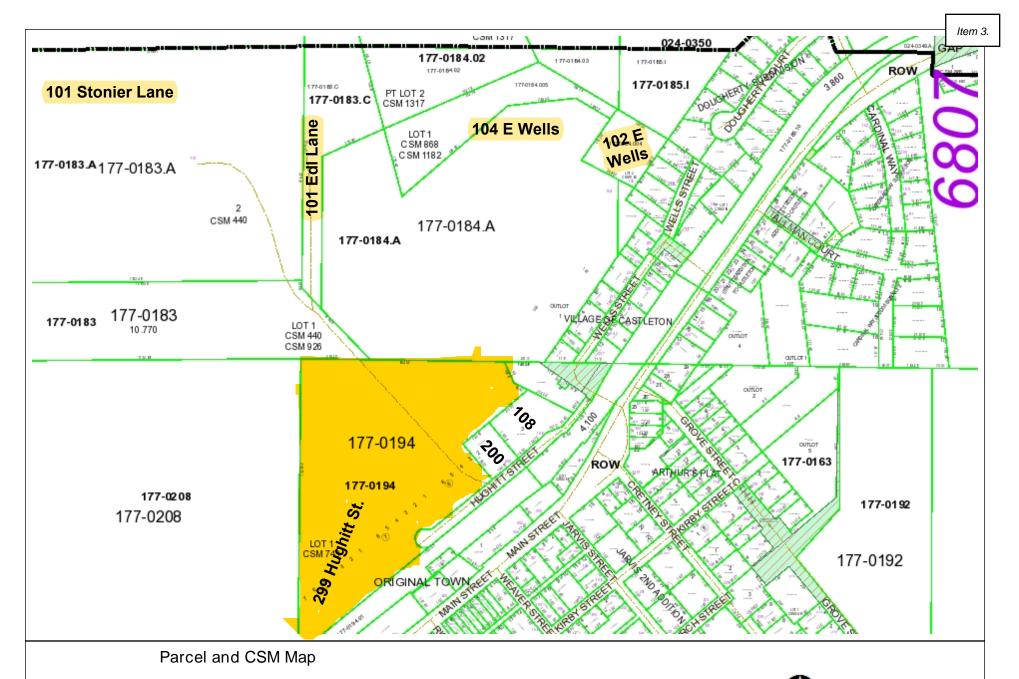
Co	onstruction, Contingency, and Engine	ering: Total
1.	Sanitary Sewer	\$18,500.00
	- 2" Force Main <i>- 550 l.f.</i>	
2.	Water Main	\$17,250.00
	- New Water Service - 550 l.f.	
3.	Storm Sewer	\$0.00
4.	Street Construction	\$14,750.00
	- Street Patching	
	- Landscaping	
		TOTAL = \$50,500.00
E	VERY ANGLE COVERED	

Hughett Street/Stonier Lane Water and Sewer Extension Estimates

Est. Cost to Install Service to Structure

		Including 10% Contingency and 15% Engineering									
			Fire	8"	Force Main	Manholes	Water	Ì			
		8" Water	Hydrant	Sanitary	\$65	rqd every	Service/Sewer				
		\$80-85/ft	\$7000	Sewer	(4")/foot	400'	Laterals				
service to 10+ homes	Est. Distance	installed	Installed	\$75 -	\$75	\$4,500		Total:	_		
Sewer From 200 Hughett/Starr (to ROW 880' \$52,000) of CSM/56 Stonier Ln	1330'				\$ 86,450	\$ 9,000	\$ 2,000	\$ 97,450			
Water From 200 Hughett/Starr (to ROW 800' \$68,000) of CSM/56 Stonier Ln	1250'	\$ 106,250	\$ 7,000				\$ 3,000	\$ 116,250			
Street \$200/ton for asphalt, 10 tons for 1250 square yards											
								\$ 87,187.50	no engineering/contingency		
service to 56 Stonier Lane Only											
Sewer From Well Street (to ROW 30' \$2-3,000) of CSM/56 Stonier Ln - 2" Force Main	550'				\$ 18,500	\$ -		\$ 18,500]		
Water From Well Street (to ROW 30' \$3-4,000) of CSM/56 Stonier Ln	550'						\$ 17,250	\$ 17,250			
Street \$200/ton for asphalt, 10 tons for 1250 square yards								\$ 14,750			
								\$ 50,500	25% is Engineering and Contingency: \$ 12,625		
									no engineering/contingency		
service to 56 Stonier Lane Only											
Sewer From Well Street (to ROW 30' \$2-3,000) of CSM/56 Stonier Ln - 2" Force Main	550'				\$ 18,500	\$ -		\$ 18,500]		
Water From Well Street (to ROW 30' \$3-4,000) of CSM/56 Stonier Ln	550'						\$ 17,250	\$ 17,250			
Street Cold patch, landscaping done by property owner/builder								\$ 250			
								\$ 36,000	25% is Engineering and Contingency: \$ 9,000		
								\$ 27,000.00	no engineering/contingency		
	·										
service to 56 Stonier Lane Only											
Private Well								\$ 25,000	1		

Septic

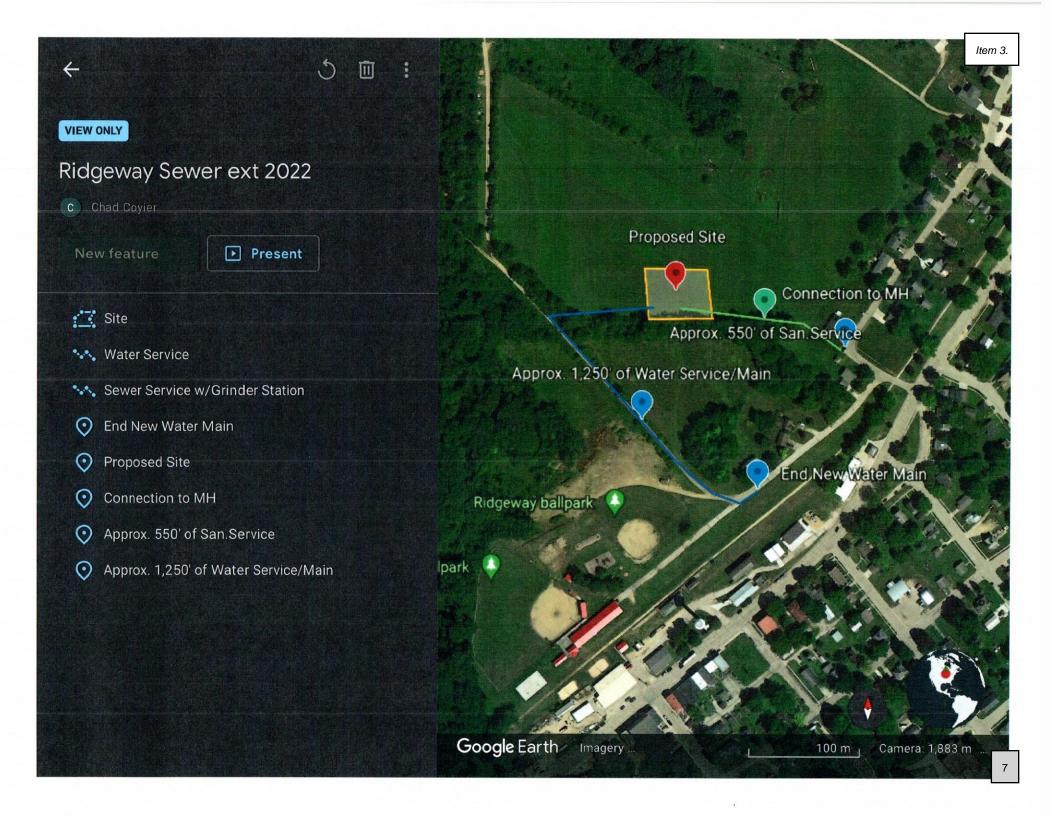


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SCALE: 1" = 400 '

1/7/202



Hughett Street/Stonier Lane Water and Sewer Extension Estimates

Water

Sewer

Sewer

	Est. Distance	Est. Cost for Village to											
	25tt Distance	8" Water \$80-85/ft	Fire Hydrant \$7000	8" Sanitary Sewer \$75 - 80/foot	Force Main \$65 (4")/foot \$75 (6")/foot				Water Service/Sewer Laterals \$2,000 ea			Total -	
5 200 H. J /5 DOW 6 CSA / 5 C SA	8001	installed	Installed	installed	"	nstalled	\$4 500	installed		installed			
From 200 Hughett/Starr to ROW of CSM/56 Stonier Ln	800,	\$ 68,000	\$ 7,000						>	2,000	2	77,000	
From 200 Hughett/Starr to ROW of CSM/56 Stonier Ln	880'				\$	52,000	\$	9,000	\$	2,000	\$	63,000	
From Well Street to ROW of CSM/56 Stonier Ln	200'				\$	0	\$		\$	2-3,000) \$	2-3,000	

Item 3.



BOARD OF TRUSTEES MEETING MINUTES

September 13, 2022 at 7:00 PM Ridgeway Community Center - Room 101/102 208 Jarvis Street, Ridgeway, WI 53582

CALL TO ORDER AND ROLL CALL

Meeting called to order by Chair Casper at 7:05 pm.

PRESENT: President Michele Casper, Trustee Mary Kay Baum, Trustee Kellee Venden, Trustee Ruth Nevins, Trustee Rick Short, Trustee Julene Garner, Trustee Steve Vosberg, Jeff Brindley-Director of Public Works, Tanner Cullen-Streets and Parks Superintendent, Hailey Roessler-Clerk/Treasurer

CONFIRMATION OF OPEN MEETING

Posted at the Ridgeway Post Office, Farmer's Savings Bank Ridgeway, Ridgeway Community Center, Monday, September 12, 2022. Posted on Village of Ridgeway Website on Friday September 12.

PLEDGE OF ALLEGIANCE

The pledge was recited.

PUBLIC COMMENT

There was no one wishing to speak.

CONSENT AGENDA

Motion by Venden, Seconded by Baum, to adopt the consent agenda as presented. Motion carried.

- Minutes to be Adopted: 8/16/2022 Regular Board of Trustees Meeting, 8/29/2022 Special Board of Trustees Meeting
- 2. ACH Payments and General Fund Disbursements
- 3. Adoption of Agenda

ITEMS FOR CONSIDERATION AND ACTION

4. Safe Drinking Water System Revenue Bonds Closing Certificates and Related Bond Closure Documents

Motion made by Trustee Baum, Seconded by Trustee Short, to adopt the Safe Drinking Water System Revenue Bonds, Closing Certificates, and Related Bond Closure Documents as prepared by Quarles & Brady.

Voting Yea: President Casper, Trustee Baum, Trustee Venden, Trustee Nevins, Trustee Short, Trustee Garner, Trustee Vosberg. Motion carried.

5. Safe Drinking Water Loan Bond Closing Schedule (FAA Attachs) and DNR Financial Assistance Agreement (FAA)

Motion by Short, Seconded by Garner, to accept the DNR Financial Assistance Agreement (FAA) as presented. Motion carried.

6. Resolution 2022-11 Authorizing the Issuance and Sale of Up to \$553,294 Water System Revenue Bonds, Series 2022, and Providing for Other Details and Covenants with Respect Thereto

Motion made by Trustee Nevins, Seconded by Trustee Short, to adopt Resolution 2022-11 Authorizing the Issuance and Sale of Up to \$553,294 Water System Revenue Bonds, Series 2022, and Providing for Other Details and Covenants with Respect Thereto.

Voting Yea: President Casper, Trustee Baum, Trustee Venden, Trustee Nevins, Trustee Short, Trustee Garner, Trustee Vosberg

7. General Obligation Debt Amount and Terms for 2021 Infrastructure Improvements
Resolution 2022-12 Authorizing the Issuance of General Obligation Debt

Motion made by Trustee Baum, Seconded by Trustee Vosberg to authorize the expenditure of \$72,196.08 from unrestricted cash balance.

Voting Yea: President Casper, Trustee Baum, Trustee Venden, Trustee Nevins, Trustee Short, Trustee Garner, Trustee Vosberg. Motion carried.

8. Delta3 Engineering Invoice 19077 in the amount of \$9,163.50

Motion by Short, Seconded by Venden, to authorize payment of Delta3 Engineering Invoice 19077 in the amount of \$9,163.50 to be paid from cash. Motion carried.

9. Tallman Court Road Damage

Motion by Baum, Seconded by Garner, to proceed with the repair of Tallman Court, and have the village attorney notify each builder, Todd Seiler and Neal Gehin, that they are each responsible for 50% of the repairs. Motion carried.

10. Proposed Amendment to Cardinal Way Subdivision Phase 2 Covenants and Restrictions: 4.4 House size.

Anne Larson, True Blue Real Estate, attended via phone to answer questions related to the status of home sales in Cardinal Way Subdivision.

Motion made by Vosberg, Seconded by Baum to amend covenants and restrictions to Lot 18 into a separate section with a minimum square footage of 1,650 square feet from 1,800 square feet.

Voting Yea: Trustee Baum, Trustee Venden, Trustee Nevins, Trustee Short, Trustee Garner,

Trustee Vosberg

Voting Nay: President Casper

Motion carried.

11. Cumulative TID Audit January 2023

Motion by Baum, Seconded by Nevins, to authorize Johnson & Block to perform the cumulative audit on TID #1. Motion carried.

12. Resolution 2022-12 Modification to 2022 General Fund Budget

Tabled for October Board Meeting.

13. Resolution 2022-13 Modification to 2022 Capital Improvements Fund Budget Tabled for October Board Meeting.

14. Boo Bash - Halloween Event and requested budget of \$1,000 from Park & Recreation Proceeds/Ridgeway Advancement Donation

Garner updated the board regarding Halloween event plans for movie, treats, food, and decorations.

Motion by Nevins, Seconded by Baum, to authorize up to \$1,000 from Park & Recreation Event Expenses for the Halloween Boo Bash event on Sunday, October 30th. Motion carried.

15. Dean Medical Insurance Renewal

Motion by Nevins, Seconded by Baum, to renew with Dean Medical Insurance under Renewal Plan that is ACA Compliant. Motion carried.

16. Convene in closed session pursuant to State Statute 19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Motion made by Trustee Short, Seconded by Trustee Nevins, to convene in closed session pursuant to State Statute 19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

17. Reconvene in open session

Motion made by Trustee Baum, Seconded by Trustee Venden, to reconvene in Open Session.

Voting Yea: President Casper, Trustee Baum, Trustee Venden, Trustee Nevins, Trustee Short, Trustee Garner, Trustee Vosberg

18. 104 E Wells Street/Husom Certified Survey Map:

Consideration of CSM to split Parcel 0184.A into two child parcels of 104 E Well Street and 56 Stonier Lane

Consideration of Municipal Water and Sewer Extension to service 56 Stonier Lane

Review of offer to purchase 3 acres of village property (northeast corner of community parklands) or alternatively grant an easement for the driveway of 56 Stonier Lane

Motion by Baum, Seconded by Short, to approve the split of 0184.A into two child parcels of 56 Stonier Lane and 104 E Well Street. Motion carried.

Motion by Nevins, Seconded by Garner, to approve Sewer Extension to 56 Stonier Lane at village expense. Motion carried.

Motion by Baum, Seconded by Garner, to grant the easement for a driveway to 56 Stonier Lane. Motion carried.

Water service is tabled pending further information from village engineer and attorney.

19. Public Parking and Right of Way to the Historic Ridgeway Depot

John T. Forbes was present to discuss his concerns with his property at 620 Main Street between the village park and Main Street. Trustees thanked him for coming and making them aware of parking concerns along Main Street during park events.

CORRESPONDENCE, ANNOUNCEMENTS, AND REPORTS

20. Department Reports

Treasurer's Report, Marshal's Monthly Report and ICSO Audit Letter

DNR Response to CMAR

WEDC/Connect Communities Update

League of Wisconsin Municipalities and Publication Availability

Special Board Meeting September 26 at 5:30 pm

Signs have been ordered. Roessler will reallocate \$500 from sidewalk maintenance to street supplies for treated posts for the budget amendment to be reviewed in October.

ADJOURNMENT

Motion by Garner, Seconded by Venden, to adjourn at 10:15 pm. Motion carried.

Item 3.



PLAN COMMISSION MEETING MINUTES

October 05, 2022 at 6:30 PM
Ridgeway Community Center - Room 101/102 208 Jarvis Street, Ridgeway, WI 53582

CALL TO ORDER AND ROLL CALL

Meeting called to order by Chair Casper at 6:30 pm.

PRESENT: Chair Michele Casper, Rick Short, Director of Public Works Jeff Brindley, Kevin Zeier, Michael Larson, Gus Bellenger, Hailey Roessler-Clerk/Treasurer

ABSENT: Kari Phelan

CONFIRMATION OF OPEN MEETING

Roessler indicated this was a properly noticed meeting posted on Friday September 30, 2022, at the Ridgeway Community Center and the Village website.

CONSENT AGENDA

Motion by Short, Seconded by Zeier, to adopt the consent agenda as presented. Motion carried.

- 1. Adoption of Meeting Minutes: 07/20/2022 and 09/07/2022
- 2. Adoption of Meeting Agenda

CORRESPONDENCE, ANNOUNCEMENTS, AND REPORTS

Gus Bellenger attended the Vibrant Spaces Grant Webinar on September 23 and gave an update to the commission regarding the placemaking grant. It is a new pilot program of 1:1 grants in amounts from \$25,000 to \$50,000 to help local communities develop and enhance public spaces.

ITEMS FOR CONSIDERATION AND ACTION

- 3. Capital Project Planning
 - Michele updated commissioners regarding potential capital projects. Land use and planning objectives were discussed.
- 4. Water and Sewer Service to 56 Stonier Lane

Previous Recommendation: water service run from Hughitt Street down to the ROW for the split parcel and a sewer lateral from Well Street with denial of purchase of the three acres.

Roessler explained that if municipal water/sewer exist in the area property owners are required to connect to it. If municipal water/sewer does not exist in the area the village can decide if service is feasible or not. This depends on the number of end users and the cost to bring services to them.

If service is not feasible the Property owner would get a well permit from the DNR and a septic permit from the county. Costs to install would be on the property owner. Well estimates for Ridgeway ranged from \$15,000 to \$45,000 depending on depth and the potential cave formations below the ground. Wells are tough to dig out here and have a high potential for going very deep to hit the water table.

If service is determined to be feasible Utilities may special assess through proper processes the cost to install the service to the beneficiaries of the installation. Everyone who benefits from the service should split the cost. If others connect in the future they would need to pay a portion of the cost and the original payer of the extension costs should be refunded.

Water and Sewer estimates available for 56 Stonier Lane were discussed. Long range plans for the park and village land were discussed.

Motion by Casper, Seconded by Short, to amend previous recommendation to the board for 56 Stonier Lane to recommend providing municipal water and sewer service to the new structure from Well Street. Motion carried.

ADJOURNMENT

Motion by Zeier, Seconded by Larson, to adjourn at 7:58 pm. Motion carried.

Item 3.



BOARD OF TRUSTEES MEETING MINUTES

October 11, 2022 at 7:00 PM
Ridgeway Community Center - Room 101/102 208 Jarvis Street, Ridgeway, WI 53582

CALL TO ORDER AND ROLL CALL

Meeting called to order by Chair Casper at 7:00 pm.

PRESENT: President Michele Casper, Trustee Mary Kay Baum, Trustee Kellee Venden, Trustee Ruth Nevins, Trustee Rick Short, Trustee Julene Garner, Jeff Brindley-Director of Public Works, Tanner Cullen-Street and Park Superintendent, Hailey Roessler-Clerk/Treasurer

ABSENT: Trustee Steve Vosberg

CONFIRMATION OF OPEN MEETING

Roessler indicated this was a properly noticed meeting posted on October 10, 2022, at the Ridgeway Community Center, and the Village website with notification sent via email/text to subscribers.

PLEDGE OF ALLEGIANCE

The pledge was recited.

PUBLIC COMMENT

Tracy Peterson, Edl Lane resident, was present to request signage directing public traffic into the park to limit encroachment into his private residence since the dog park has opened. Trustees and staff indicated signage was on order to direct visitors to the public parking spaces.

CONSENT AGENDA

Motion by Venden, Seconded by Short, to adopt the consent agenda as presented. Motion carried.

- 1. Minutes to be Adopted:
 - Finance Committee 10/10/2022
 - Regular Board of Trustees Meeting 9/13/2022
 - Special Board of Trustees Meeting 9/26/2022
- 2. ACH Payments and General Fund Disbursements

3. Adoption of Agenda

CORRESPONDENCE, ANNOUNCEMENTS, AND REPORTS

4. Department Reports

Malcolm Stack Foundation Donation

Roessler thanked Malcolm Stack Foundation for their donation to the community center. Casper indicated the last outdoor farmer market was this upcoming weekend (October 16) and the Halloween Event would be Sunday October 30. Decorating will be Friday night at 5:00 pm and Saturday morning at 11:00 am. Brindley indicated Public Works would close the bathrooms after the market was over for the season.

ITEMS FOR CONSIDERATION AND ACTION

5. 56 Stonier Lane Water and Sewer Service

Plan Commission recommends providing municipal water and sewer service to the new structure from Well Street.

Casper updated the board regarding subsequent discussions and work in the Plan Commission for extending water and sewer services to new construction at 56 Stonier Lane.

Motion by Short, Seconded by Nevins, to run municpal water and sewer to the new structure at 56 Stonier Lane.

Motion by Venden, Seconded by Garner, to authorize Michele Casper, Village President to work with Gerald Hubbard and other property owners to establish a right of way and utility easement language for Ridgeway Utilities to run service to 56 Stonier Lane to be approved and recorded at a later date. Motion carried.

Motion by Baum, Seconded by Garner, to authorize the property owners to work with their builder and the Director of Public Works to establish water and sewer service laterals from Well Street municipal services. Motion carried.

Motion by Venden, Seconded by Nevins, to authorize Michele Casper/Hailey Roessler to discuss payment options with Jon and Susan Husom, owners of 56 Stonier Lane and builders of the new property for establishment of new municipal services.

6. 209 Richards Street

President Casper updated the board regarding her meeting with the property owner at 209 Richards Street after the July Board Meeting discussion. Paul McCluskey, Too Tall Landscaping, was willing to spend one day building a retaining wall at a reduced rate. JI Construction was willing to donate materials. Paul McCluskey would need to rent a miniexcavator to minimize damage to Paul Loeffelholtz's yard.

Motion by Short, Seconded by Garner, to make improvements to the landscaping at 209 Richards Street at a cost not to exceed \$1,200.

7. Asphalt Repair Estimates - Tallman Court/Cardinal Way, Park Shelter Floor, Ridgeway Community Center, Village Shop

Tanner Cullen, Street and Park Superintendent

Roessler indicated that there was \$5,552 in the budget for street maintenance (budget minus the county and town bills). There is \$4,628 in garage maintenance.

Motion by Baum, Seconded by Nevins, to authorize \$3,000 in repair work for Tallman Court and Cardinal Way with the remaining budgeted monies in street maintenance to be applied to 2023 street maintenance. Motion carried.

8. Ridgeway Community Center

Roessler indicated construction was mostly complete besides some punch list items as presented.

9. Alliant Energy Service Installation

Motion by Garner, Seconded by Short, to authorize payment of Alliant Energy Construction in the amount of \$34,329.50. Motion carried with Venden abstaining.

10. Recycle Away Rectangular Lids

Trustees directed Tanner Cullen to try to cut out a larger opening for the trash side on the existing lids. To be discussed at next month's meeting.

11. DNR LWCF Grant Work and Archaeology/Architectural History Work

Motion by Venden, Seconded by Baum, to authorize up to \$7,977.74 for a Phase 1 archaeological survey and architectural history reconnaissance for 2 acres within the Village of Ridgeway Park for compliance with the DNR Land and Water Conservation Fund Tentative Grant Award. Motion carried.

12. Town of Ridgeway Road Agreement - Rock Road, Hi Point Road

Motion by Nevins, Seconded by Baum, to authorize the road agreement with editing to include portions of the road within village parameters with the Town of Ridgeway for Hi Point Road and Rock Road and authorize \$1,368.34 in street maintenance for payment to the town. Motion carried.

13. Capital Improvement Plan 2023-2028

Table to November 15 regular meeting.

14. Interest on General Fund Advance to TID #1

Motion by Baum, Seconded by Short, to authorize an interest rate of 2.67% for General Fund monies loaned to Village of Ridgeway TID #1. Motion carried.

15. Resolution 2022-12 Modification to 2022 General Fund Budget

Motion by Baum, Seconded by Venden, to adopt Resolution 2022-12 Modification to 2022 General Fund Budget as presented. Motion carried.

16. Resolution 2022-13 Modification to 2022 Community Center Fund Budget

Motion by Short, Seconded by Garner, to adopt Resolution 2022-13 Modification to 2022 Capital Improvements Fund Budget as presented. Motion carried.

17. Resolution regarding State Work and Marshal Employment

Motion by Baum, Seconded by Venden, to adopt Resolution 2022-14 as presented. Motion carried.

18. Principal Payment on Park and Truck Municipal Loan

2012 Truck Proceeds in the amount of \$18,604

Motion by Nevins, Seconded by Short, to make an additional principal payment of \$18,604 on the park and truck municipal loan. Motion carried.

19. Piano Studio of Linda Seeley - Rental of Room 103

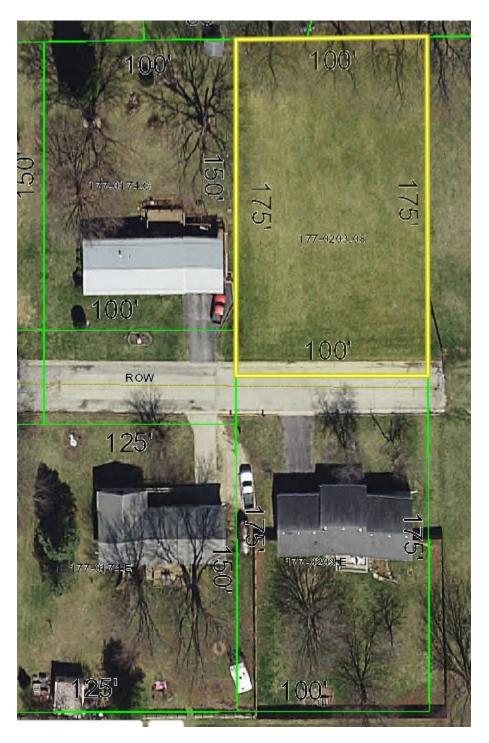
Monday through Friday 1:30 pm to 8:00 pm for Piano Lessons

Motion by Venden, Seconded by Short, to approve the rental of room 101 to Linda Seeley for \$250 per month on a month to month rental basis for piano lessons as a co-tenant with the Methodist church. Motion carried.

ADJOURNMENT

Motion by Venden, Seconded by Garner, to adjourn at 9:05 pm. Motion carried.

106 E Keane St



 $105 \to Keane St$

107 E Keane St