



TOWN BOARD MINUTES
MONDAY, MARCH 6, 2023 at 6:00 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 6:00 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 Alan Matzke. Supervisor Sachin Shivaram was excused.

Staff present was Administrator Sarah Burdette, Clerk Jennifer Broich, Planner Dustin Wolff, 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 R. Van Rossum to approve agenda as written **seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 4-0.

CONSENT AGENDA

1. Regular Board Meeting Minutes:
2. Routine Reports:
3. Committee/Commission Reports:
 - a. 2023 Arbor Day Proclamation
 - b. Recommendation from Beautification Sub-Committee for New Member.
4. Operator's Licenses: February 19, 2023 thru March 4, 2023
5. Other Committee Minutes.
 - a. December 19, 2022 – Parks, Recreation and Forestry Committee Minutes
 - b. October 17, 2022 – Beautification Sub-Committee Minutes
 - c. December 20, 2022 – Beautification Sub-Committee Minutes
6. Pay Requests: None.
7. Special Event & Street Closure Permits: None.

Motion made by Supervisor M. Danen to approve the Consent Agenda as written, **seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried unanimously 4-0.

PUBLIC COMMENT:

Chairman P. Danen opened public comment at 6:02 p.m.

After three calls for comments, none were heard. Public comment was closed at 6:03 p.m.

PUBLIC HEARING:

1. Public Hearing to Approve the Official Zoning Map via Resolution R-2023-006.

The Town of Ledgeview has updated their Official Town Zoning Map to reflect all the actions taken in 2022 by the ZPC and Town Board. This Official Zoning Map incorporates the following changes:

- 90 (+/-) new recorded parcels approved through CSMs and Plats
- Addition of TID 3 boundary
- Rezoning approvals
- Zoning ordinance amendment to rezone 39 Town-owned parcels to Institutional Overlay (I-O) or Conservancy (C-1)
- Rezoning parcel D-257-2 from Farmland Preservation (AG-FP) to Light Industrial (L-I). This parcel was previously zoned incorrectly. This change corrects the mistake and returns the parcel to its original zoning.

Motion by Supervisor R. Van Rossum to approve the Official Zoning Map via Resolution R-2023-006, **seconded by** Supervisor A. Matzke. No further discussion. Motion carried unanimously 4-0.

2. Public Hearing to Approve the Official Town Map via Resolution R-2023-007.

The Town of Ledgeview annually updates the Official Map to reflect all Area Development Plans approved in 2022 and any changes recommended by the Public Works Director, Town Engineer, and Parks Director and as approved by the ZPC as required by State Statues. This Official Town Map incorporates the following

- Additional future roads and extensions
- Current park locations
- A 0.5-mile neighborhood park service area around neighborhood parks
- A 1.5-mile community park service area around community parks
- Town greenways

The public hearing for both Official Zoning Map and Official Town Map was opened at 6:08 p.m. by Chairman P. Danen. After three calls for comments, none were heard, and the public hearing was closed at 6:10 p.m.

Motion by Supervisor M. Danen to approve the Official Town Map via Resolution R-2023-007, **seconded by** Supervisor A. Matzke. No further discussion. Motion carried unanimously 4-0.

ZONING & PLANNING:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Request for approval of New Election Inspectors for the 2022 – 2024 Election Term.

Staff presented the list of new poll workers for the Election Cycle ending December 31, 2024.

Motion made by Supervisor A. Matzke to appoint and approve New Election Inspectors for the 2022 – 2024 Election Term. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in a unanimous voice vote, 4-0.

2. Request for approval of an Application Request for an Agent Change at Kwik Trip #594.

Received a request from the licensing agent for Kwik Trip #594 to appoint a Successor Agent, Stacey L Schroeder, due to hiring a new manager. Per State Statute, Town Board needs to approve for business to get an updated liquor license.

Motion made by Supervisor A. Matzke to approve the Agent Change for Kwik Trip #594, listing Stacey L. Schroeder as agent. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in a unanimous voice vote, 4-0.

3. Request for approval of an Application Request from Indianhead Oil Co., LLC to change their Trade Name from Holiday to Circle K #2746510.

Received a request from the licensing agent for Indianhead Oil dba Holiday, notifying us of their Trade Name change to Circle K #2746510. Per State Statute, Town Board needs to approve for business to get an updated liquor license.

Motion made by Chairman P. Danen to approve the request from Indianhead Oil Co., LLC to change their Trade Name from Holiday to Circle K #2746510. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in a unanimous voice vote, 4-0.

4. Request for approval and award of bid for Pavement Crack Sealing Services for 2023.

The Town of Ledgeview is budgeted to complete \$48,100 dollars in crack sealing road maintenance for the 2023 year. The roads that are scheduled to be crack sealed are Archates Ct., Arcadian Lane, Explorer's Trail, Grand Ridge, Royal Vista Trail, Terra View Trail, Weatherstone Trail, Castle Rock Ct., Crystal Rock Ct., Jordan Road, Euro Lane, Half Crown Run, Cottonwood Ct., Cedar Hedge Lane, Shadow Ct. and Trestle Road.

The bids were based on a per pound bid for rubber asphalt sealant provided and installed. We received bids from Thunder Road LLC and Asphalt Seal and Repair. The low bid for this year was from Asphalt Seal and Repair at \$1.67/lb. This is up from \$1.64/lb. in 2022.

Motion made by Supervisor R. Van Rossum to award bid for 2023 Pavement Crack Sealing Services Asphalt Seal and Repair. **Motion seconded by** Supervisor M. Danen. No further discussion. Chairman P. Danen abstaining as he represents Asphalt Seal and Repair. Motion carried in a voice vote, 3-0.

5. Request for approval and award of bid for Pavement Chip Sealing and Micro Surfacing Services for Services for 2023.

The Town of Ledgeview has received bids to chip-seal Trestle Road, Pine Grove Road, Cedar Hedge Lane, Cottonwood Lane and Shadow Court. We will also will be micro surfacing Weatherstone Trail, Castle Rock Court,

Crystal Rock Court, Graystone Court, Jordan Road, the remainder of Euro Lane and Half Crown Run north of Dollar. In 2022 the Town tried micro surfacing and received a lot of positive feedback on the maintenance method. The urbanized roads will receive micro surfacing and our more rural roads will receive chip seal. Chip seal is more expensive method, but there needs to be a thicker seal needed with the heavy farm equipment that utilize these roadways. The Town received bids from Scott Construction, Fahrner Asphalt Sealers and Struck & Irwin, with Fahrner Asphalt Repair having the low bid.

Motion made by Supervisor A. Matzke to award bid for 2023 Pavement Chip Sealing and Micro Surfacing to Fahrner Asphalt Repair. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in a unanimous voice vote, 4-0.

6. Request for Approval and Award of bid for Miscellaneous Curb & Gutter & Concrete Flatwork for 2023.

Public Works has requested bids to complete the 2023-year misc. concrete curb/gutter and flatwork, which will also include installation of sidewalk on the west side of Silverstone Trail. The approved contractor will be responsible for completing concrete repairs related to sidewalk inspections, inlet repairs, damage created from water leaks or repairs and curb and gutter settling. The contractor will also be utilized to complete any smaller projects that may come up throughout the year.

Ledgeview received bids from Green Bay Concrete, Sommers Construction, Fahrner Asphalt and McDonald Services. Green Bay Concrete was low bidder for 2023. If approved, this will be Green Bay Concrete's second year contracted with Ledgeview. To date there have been no issues with timing or quality of work.

Motion made by Supervisor A. Matzke to award bid for 2023 Miscellaneous Curb & Gutter & Concrete Flatwork to Green Bay Concrete. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a unanimous voice vote, 4-0.

7. Discussion and Approval of Harter's Disposal Contract for Garbage and Recycling Services from January 1, 2024 thru December 31, 2030.

The Town of Ledgeview currently has a contract with Harter's Disposal to pick up garbage and recycling weekly. The contract runs from November 1, 2020 through December 31, 2023. Staff reached out to Harter's to discuss a contract extension or a new contract that would extend out five (5) to seven (7) years.

Several options were discussed but bottom line is that Harter's has had fantastic service and the increase isn't far off from other companies due to the large inflation the county has seen over the last two years. With continuing to offer residents a weekly pickup of both recycling and garbage, at \$13.50/month per household for seven years is the best option.

Board members echoed the sentiments of the additional expense being well worth it.

Motion made by Supervisor R. Van Rossum to approve the extension of Harter's contract through December 31, 2031. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a unanimous voice vote, 4-0.

8. Request for approval of Preliminary Resolution R-2023-008 for the Silverstone Trail Assessment.

The Town of Ledgeview, would like to exercise its powers pursuant to Section 66.0703 Wis. Stats., to levy special assessments for benefits accruing from the installation of sidewalk to properties abutting upon Silverstone Trail beginning at Heritage Road and proceeding north to O'Keefe Road.

Motion made by Supervisor M. Danen to approve Preliminary Resolution R-2023-008 for the Silverstone Trail Assessment. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in a unanimous voice vote, 4-0.

9. Request for approval to Purchase 3 Portable Radios from Motorola to be used by Ledgeview Fire.

The Fire Department is in need of operable portable radios and received a quote from Motorola for such radios.

Motion made by Supervisor A. Matzke to approve the Purchase of 3 Portable Radios from Motorola to be used by Ledgeview Fire. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a unanimous voice vote, 4-0.

10. Request for approval to Change the Start Time for the April 3rd Town Board from 6 p.m. to 4:30 p.m.

Staff requested to change the start time of April 3rd Town Board from 6 p.m. to 4:30 p.m. to give ample time for set-up and prepping for the Spring Election.

Motion made by Supervisor R. Van Rossum to approve to Change the Start Time for the April 3rd Town Board from 6 p.m. to 4:30 p.m. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a unanimous voice vote, 3-0.

COMMUNICATIONS:

None.

ORDINANCES:

None.

REPORTS:

Administrator:

- None

Planner:

- None

Zoning Administrator:

- Working on code enforcement issues.

Treasurer:

- Working on Annual Report.

Clerk:

- None

Engineer:

- None

Public Works Director:

- None

Park & Recreation Director:

- Upcoming STEM meeting at UWGB.

Fire Department:

- Noted there were 18 fire calls for February.
- Will have two new-hire interviews coming up.

Board Comments:

- None

APPROVAL OF THE VOUCHERS:

Motion made by Supervisor R. Van Rossum to approve the vouchers. **Motion seconded by** Supervisor A. Matzke No further discussion. Motion carried in a unanimous voice vote, 4-0.

CLOSED SESSION:

Motion made by Chairman P. Danen, **seconded by** Supervisor R. Van Rossum to go into closed session at 6:21 p.m. Roll call vote, Supervisors Van Rossum, Danen, and Matzke all 'ayes'. Motion carried unanimously.

1. The Town Board may convene into closed session pursuant to WI State Statute 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The purpose will be to discuss the J&A Lakeside, LLC litigation. The Town Board may then reconvene into open session to take action on items discussed in closed session.

Motion made by Chairman P. Danen, **seconded by** Supervisor R. Van Rossum to go out of closed session at 6:56 p.m. Roll call vote, Supervisors Van Rossum, Danen, and Matzke all 'ayes'. Motion carried unanimously.

No action was taken on closed session items.

ADJOURNMENT:

Motion made by Chairman P. Danen to adjourn, **seconded by** Supervisor M. Danen. No further discussion. Motion carried in a unanimous voice vote, 4-0. Meeting adjourned at 6:57 p.m.

Respectfully submitted,
Jennifer L. Broich
Clerk

Approved at the April 18, 2023 Town Board Meeting.