



**TOWN BOARD MINUTES**  
**Tuesday, March 21, 2023 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, Sachin Shivaram and Alan Matzke.

Staff present was Administrator Sarah Burdette, Clerk Jennifer Broich, Planner Dustin Wolff, Zoning and Planning Administrator Dan Teaters (virtually), 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 A. Matzke. No further discussion. Motion carried unanimously 5-0.

**CONSENT AGENDA**

1. Regular Board Meeting Minutes:
  - a. February 6, 2023 - Town Board Minutes
  - b. February 21, 2023 - Town Board Minutes
2. Routine Reports:
3. Committee/Commission Reports:
4. Operator's Licenses: March 5, 2023 thru March 18, 2023
5. Other Committee Minutes.
  - a. January 4, 2023 - Sanitary District #2 Minutes
  - b. February 2, 2023 - Sanitary District #2 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 5-0.

## **PUBLIC COMMENT:**

Chairman P. Danen opened public comment at 4:31 p.m.

### **Dan Kerkhoff – 3848 Dickinson Road:**

Everything is finalized, paid out to recipients of the SAP and firefighter retirement liquidation. Paperwork is complete and in a locked cabinet. Wants to know what he is to do going forward.

Chairman P. Danen states he can turn the box of items over to administrator, and we will put this on the next agenda how to go forward with that.

After two more calls for comments, none were heard. Public comment was closed at 4:33 p.m.

## **PUBLIC HEARING:**

1. Public Hearing for Approval of Ordinance O-2023-004, on Adoption of Municipal Code Text Amendments Specifically to Chapters 94 and 135.

### **Chapter 94 – Streets and Sidewalks**

Town staff—Public Works Director, Zoning Administrator, and Town Engineer—have proposed changes to Chapter 94 for driveways to address issues with recent development in the Town. Many developments are proposing driveways that do not comply with the driveway standards set by Chapter 94. Staff reviewed the current ordinance and discussed reasonable changes that would allow for incremental increases in the allowed driveway width, differentiating between residential urban and residential rural driveways, making separate standards for commercial driveways as well as agricultural driveways. Detailed graphics are also provided to clarify construction standards or location/width requirements.

### **Chapter 135(11)(G) – Accessory Structures & Chapter 135(175)(B) – Number of Structures**

Staff is proposing changes to eliminate conflict language in Section 135(11)(G)(B)(1) regarding accessory structures in the Rural Residential District. Accessory structures in the R-R District are regulated by a table in Section 135(11)(G)(B)(2) that clearly outlines size and number of structures permitted. The conflict has led to confusion in applying the regulations to property

The public hearing was opened at 4:35 p.m. by Chairman P. Danen. After three calls for comments, none were heard, closed at 4:36 p.m.

**Motion by** Supervisor S. Shivaram to approve Ordinance O-2023-004, Adoption of Municipal Code Text Amendments Specifically to Chapters 94 and 135. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 5-0.

## **ZONING & PLANNING:**

1. Recommendation from the Zoning and Planning Commission on a request by Sara Friske (owner) to approve a Building, Site, and Operations Plan for a new development on Unit 9 of Old School Square Condominium located at 2200 Dickinson Road.

The petitioner is requesting approval of a BSO Plan for the construction of a massage and physical therapy office.

The proposal meets the intent of the Design Guidelines for OSS in terms of design and use. The ZPC recommended approval of the proposed development to the Board with several conditions.

**Motion by** Chairman P. Danen to approve a Building, Site, and Operations Plan for a new development on Unit 9 of Old School Square Condominium located at 2200 Dickinson Road with the conditions as recommended by ZPC and Town Board:

- a) The following additions be made to the plan sheets:
  - i) Material colors be indicated in the elevation plans. (ADDRESSED)
  - ii) Show an additional handicap parking stall on the south side of the site. (ADDRESSED)
- b) The following additional information be submitted:
  - i) A lighting cut sheet.
  - ii) A detailed sign plan that shows:
    - (1) Removal of the sign on the west elevation. (ADDRESSED)
    - (2) Sign on east elevation does not exceed 9.46 SF (60% of main entrance sign). (ADDRESSED)
- c) Revised condominium plat to be submitted and recorded prior to occupancy. (SUBMITTED)
- d) East and west building elevations to be squared off and extended around the building. (ADDRESSED)

The following provisions as required by Town Board:

- e) The parking lot area in front of Units 19, 20 and 21 be completed before final occupancy permit is issued but no later than August 1<sup>st</sup>.
- f) No additional building permits or final occupancy permits be granted after August 1<sup>st</sup> for Old School Square, or are to be considered until that is complete.

**Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried unanimously 5-0.

- 2. Recommendation from the Zoning and Planning Commission on a request by Tami Ohuafi (owner) to approve a Certified Survey Map (CSM) on the Retracement of Parcel D-442-10, located at 4333 Plantation Court via Resolution **R-2023-009**.

The petitioner is proposing to retrace parcel D-442-10 and its outlot. Parcel D-442-10 will be 3.49 acres. The land is zoned R-1 Single-Family Residential. The parent parcel with frontage to Plantation Ct has a single-family home on it, the outlot is vacant

ZPC recommends approval of the CSM with conditions.

**Motion by** Supervisor A. Matzke to approve a Certified Survey Map (CSM) on the Retracement of Parcel D-442-10, located at 4333 Plantation Court via Resolution R-2023-009, with the following conditions as recommended by ZPC:

- a) Completion of a wetland delineation prior to future building/development on the eastern 2.0-acres of the property.
- b) Technical corrections required by the Town Engineer or Brown County prior to Town signatures.

**Motion seconded by** Supervisor S. Shivaram. No further discussion. Motion carried unanimously 5-0.

#### **OLD BUSINESS:**

None.

## NEW BUSINESS:

1. Discussion and / or Action on Regarding the Presentation from Christine DeMaster Pertaining to the Transportation Utility Study / Scope of Work for the Town of Ledgeview.

Christine DeMaster with Trilogy Consulting presented some information and steps for developing a transportation utility for the Town of Ledgeview. They plan to work with Mead & Hunt to study and evaluate the potential for using a transportation utility to fund road maintenance and replacement costs. The purpose of this study will be to provide the information needed for the Town Board to evaluate: 1) the most desirable funding method(s) for transportation facilities in the Town; 2) the appropriate amount and structure of rates and charges to adequately and equitably fund a proposed transportation utility; and 3) the desired policies for implementing a transportation utility.

If the Town decides to move forward with implementing a transportation utility and user charges, additional effort would be required to draft an ordinance, conduct public information meetings, prepare public information pieces, assist with setting up the billing, and other implementation efforts. The effort and cost will depend on the direction selected by the Town Board and will be estimated as part of the study.

Based on this general scope of services, and our hourly rates, our preliminary estimate of the cost to provide these services is \$37,000 - \$40,000 depending on the range of options that we evaluate.

Supervisor S. Shivaram asked what the resident response has been like and if the T. of Buchanan received positive feedback.

Staff stated the need may be upwards of \$700,000 to fill the gap that we are currently using General Transportation Aids. Stated we do need to increase our maintenance as we are doing a little of each right now but are not staying on top of things. We currently are almost funding \$500,000 but need an additional \$700,000.

**Motion made by** Supervisor R. Van Rossum to table for future discussion, **seconded by** Supervisor S. Shivaram. No further discussion. Motion carried in a unanimous voice vote, 5-0.

2. Award Contract B-2023, Dollar Road Reconstruction to Peters Concrete Company for \$890,662.05.

As part of the 2023 capital plan Dollar Road is to be reconstructed in 2023. The project will consist of reconstructing Dollar Road from Dollar Lane to Half Crown Run. The project will convert the rural roadway to an urban roadway with curb and gutter, storm sewer and sidewalk.

Budget for the project was \$894,763 which included engineering. The Town received a TRIP-D grant for \$373,275.00.

Low bid was Peters Concrete Co at \$890,662.05. Updated budget including engineering is \$1,024,262 which is an increase of \$129,499 over budget.

**Motion made by** Supervisor M. Danen to Award Contract B-2023, Dollar Road Reconstruction to Peters Concrete Company for \$890,662.05. **Motion seconded by** Supervisor S. Shivaram. No further discussion. Motion carried in a unanimous voice vote, 5-0.

3. Approval to Purchase a Public Works Pickup Truck.

The Public Works Department currently has a pickup truck fleet of seven trucks. Two half-ton pickups, four three-quarter tons with plows, and one one-ton dump truck. Ledgeview now uses a Center for Professional Fleet Certification (CPFC) Fleet Management Program to evaluate our assets and replace them as recommended. By following this program, the average replacement for our half-ton pickups is now every 12 years and our three-quarter ton trucks every 10 years.

In the 2023 CIP, public works had intended to replace a 2013 three-quarter ton Dodge Ram pickup, and has been on a waiting list since October of 2022 through the Wisconsin Purchasing Program, Vender Net. We are expected to receive this truck in early 2024. As part of our 2024 CIP, we are planning to purchase a new half-ton pickup to replace our 2012 Dodge Ram 1500. Chevrolet has opened up orders for additional half-ton pickups for 2023 for a two-week window and Ram has not opened up any state orders for this year. Given the circumstances, I would like to replace the 2012 Dodge Ram 1500 in 2023 and replace the 2013 Dodge Ram 2500 in 2024.

We would be replacing the 2012 Dodge Ram 1500 crew cab that is primarily driven by the Public Works Director with a 2023 Chevrolet Silverado 1500 crew cab work truck.

**Motion made by** Supervisor R. Van Rossum to approve the Purchase a Public Works Pickup Truck. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a unanimous voice vote, 5-0.

**COMMUNICATIONS:**

1. Notice of Public Hearing from Village of Bellevue – *An Ordinance to Adopt the Comprehensive Plan for the Village of Bellevue* [an FYI]

**ORDINANCES:**

None.

**REPORTS:**

Administrator:

- Written report as submitted.

Planner:

- None

Zoning Administrator:

- Written report as submitted

Treasurer:

- Written report as submitted.

Clerk:

- Written report as submitted.

Engineer:

- None

Public Works Director:

- Written report as submitted.

Park & Recreation Director:

- Reminder of Egg Hunt – 111 registered
- Awarded Tree City USA and received the Growth Award
- Written report as submitted.

Fire Department:

- Annual Appreciation Event on April 1<sup>st</sup> – get RSVP to Heather
- Looking at Command Vehicles and working on getting pricing / for future agenda item.

Board Comments:

- Chairman P. Danen attended a meeting with Representative John Macco, Bellevue Chairman/President, and Alan Lasee from Town of Rockland to discuss and meet about budgets from republican standpoint of revenue sharing. Trying to come up with a new way where more funds would come to Towns. Everything is a work-in-progress. See how it shakes out as a lot of possible changes could be coming down.

## **APPROVAL OF THE VOUCHERS:**

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

## **CLOSED SESSION:**

**Motion made by** Chairman P. Danen, **seconded by** Supervisor M. Danen to go into closed session 5:30 p.m. Roll call vote, Chairman P. Danen and Supervisors Van Rossum, Danen, Matzke and Shivaram all 'ayes'. Motion carried unanimously.

1. The Town Board may convene into closed session pursuant to WI 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 reason require a closed session.

**Motion made by** Chairman P. Danen, **seconded by** Supervisor R. Van Rossum to go out of closed session #1 at 5:45 p.m. Roll call vote, Chairman P. Danen and Supervisors Van Rossum, Danen, Matzke and Shivaram all 'ayes'. Motion carried unanimously.

**Motion made by** Chairman P. Danen, **seconded by** Supervisor R. Van Rossum to go into closed session #2 at 5:46 p.m. Roll call vote, Chairman P. Danen and Supervisors Van Rossum, Danen, Matzke and Shivaram all 'ayes'. Motion carried unanimously.

2. 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 #2 at 6:15 p.m. Roll call vote, Chairman P. Danen and Supervisors Van Rossum, Danen, Matzke and Shivaram all 'ayes'. Motion carried unanimously.

There was no action needed or taken after either of the closed sessions.

**ADJOURNMENT:**

**Motion made by** Chairman P. Danen to adjourn, **seconded by** Supervisor S. Shivaram. No further discussion. Motion carried in a unanimous voice vote, 5-0. Meeting adjourned at 6:16 p.m.

Respectfully submitted,  
Jennifer L. Broich  
Clerk

Approved at the April 18, 2023 Town Board Meeting.