



Responding back to TOWN BOARD MINUTES
Monday, May 16, 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, Alan Matzke and Karie Kellam.

Staff present was Administrator Sarah Burdette, Clerk Jennifer Broich, Planner Dustin Wolff, (virtually) Acting Fire Chief Chris Hohol, Treasurer Renae Peters, Public Works Director Greg Potts, and Parks & 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 5-0.

CONSENT AGENDA

1. Regular Board Meeting Minutes:
 - a. May 1, 2023 Town Board Minutes
2. Routine Reports:
3. Committee/Commission Reports:
 - a. Parks, Recreation and Forestry Committee 2023 Work Plan
 - b. Beautification Sub-Committee 2023 Work Plan
4. Operator's Licenses: April 30, 2023 thru May 13, 2023
5. Other Committee Minutes.
 - a. April 5, 2023 – Sanitary District No. 2 Minutes
 - b. April 12, 2023 – Zoning & Planning Commission Minutes
6. Pay Requests: None.
7. Special Event & Street Closure Permits: None.

Motion made by Supervisor K. Kellam to approve the Consent Agenda, making special note that the previously denied operator's license for Michael Johnson is now approved. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 5-0.

PUBLIC COMMENT:

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

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

PUBLIC HEARING:

None

ZONING & PLANNING:

1. Recommendation from the Zoning and Planning Commission on Building Site and Operations Plan (BSO) request by Mike Walters (owner) of Cocoon Brewing LLC, to construct an accessory structure located on parcel D-375-5, 2233 Kaftan Way.

The owners are proposing a 14' x 26' concrete pad with a freestanding pergola/trellis structure to define the outdoor performance space.

At the north of the lawn area, the original site plan and BSO application showed an area for future 12' x 20' event "stage". As illustrated in Figure 2, a 14' x 26' concrete pad (at grade) with a freestanding pergola/trellis structure is proposed. The wood pergola/trellis structure will measure approximately 9 ½-feet in height.

The Fire Chief has specified that no permanent stage lighting may be attached to the pergola/trellis. Outdoor strings lights can be hung from the pergola/trellis. Additionally, the pergola/trellis may not have a ridged or permanent roof structure. Fabric may be added to provide shading.

The ZPC recommended approval of the conditional use permit with conditions.

Supervisor A. Matzke is not in favor of this until the parking issue is resolved.

Motion made by Supervisor K. Kellam to approve the Building Site and Operations Plan (BSO) request by Mike Walters (owner) of Cocoon Brewing LLC, to construct an accessory structure located on parcel D-375-5, 2233 Kaftan Way, with the following conditions as recommended by ZPC:

- a. No stage or performance lighting shall be attached to the pergola/trellis structure.
- b. No ridged or permanent roof structure shall be installed on the pergola/trellis.
- c. Electrical service shall require an electrical permit for installation from the Building Inspector.
- d. A building permit shall be received for the pergola/trellis structure construction.

Motion seconded by Supervisor R. Van Rossum. No further discussion. Motion failed by a vote of 2-3.

OLD BUSINESS:

1. Update on Compost Site and Bulky Item Pickup.

In 2019, the City of De Pere had reached out to Ledgeview concerning our shared compost site on Rockland Road. De Pere currently owns the property and was in negotiations to sell the land to the YMCA. We would need to vacate the property by 2025. De Pere and Ledgeview had approached Allouez with the idea of a shared compost site amongst the three municipalities at Allouez current site. This was researched and ultimately denied by Allouez Village Board due to the amount of truck traffic increase in the residential neighborhood. De Pere and Ledgeview have been actively looking for land to purchase.

Ledgeview staff went through the necessary steps with the WDNR to receive approval for a composting site on 1.2 acres of land at the Public Works Shop.

Currently, staff is estimating the cost to create a composting site for Ledgeview residents only will be approximately \$175,000.

The Board members asked if we could do a traffic study to find out the volume and traffic that currently utilize the De Pere site are Ledgeview residents. Also asked if Ledgeview had approached Brown County about the land on CTH X, to which that request was denied approximately six months ago.

The Board asked staff to get more numbers.

Additionally, staff updated the Board on the bulky item drop-off discussion. The City of De Pere has a bulky item drop-off site at their municipal building located on South Sixth Street. De Pere has offered this service to Ledgeview for the same fee structure we currently have with the compost site.

De Pere has denied Ledgeview's request to have Ledgeview residents purchase a pass for the site. They would prefer to have it be all or nothing so there is gain for both municipalities.

Ledgeview currently has Harter's as an option for bulk item pickup. We can also revisit the option to provide roll off dumpsters at public works and have the residents deliver materials to us. Staff does plan to add the bulk item issue to our services questionnaire that will be sent out this year to gauge resident's interest in having this service.

At this time, staff does not recommend collaborating with De Pere on the bulk item drop-off site.

No action taken at this time, as the discussion was for informational purposes.

NEW BUSINESS:

1. Approval of **Resolution R-2023-014** Authorizing the Issuance and Sale of \$3,800,000 General Obligation Promissory Notes, Series 2023A.

The \$3,800,000 General Obligation Notes will fund the following:

- New Fire Engine with Jaws: \$1,000,000
- Scray Hill Park Trailhead Building & Electrical Panel: \$1,500,000
- Dollar Rd. Urbanization: \$1,100,000
- Silverstone Trl. Repave plus Sidewalk Installation: \$200,000

The issue has a standard 10-year repayment schedule beginning June 1, 2024.

Jeff Belongia – Huntington:

Summarized the details of the bond sale for the Board.

Motion made by Supervisor R. Van Rossum to **Resolution R-2023-014** Authorizing the Issuance and Sale of \$3,800,000 General Obligation Promissory Notes, Series 2023A. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a unanimous voice vote, 5-0.

2. Request and Consideration to purchase First Due Software for the Ledgeview Fire Department.

The Town of Ledgeview currently annually purchases a software license from Emergency Reporting Inc. Recently ESO Inc. purchased Emergency Reporting. The current software we use is utilized to complete National Incident Reporting known as NIFRS, Training Documentation, Fire Inspections, Fire Investigations, Hydrant overlay and Personnel Management.

The Fire Department also uses a program called ROVER to notify fire department staff and keep track of responding part time staff. ESO (the new company) has notified Ledgeview that they will no longer support Emergency Reporting after the end of 2024.

Staff has evaluated several options and determined that the software from First Due is the best solution.

Motion made by Supervisor M. Danen to purchase First Due Software for the Ledgeview Fire Department with the quoted modules. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in a unanimous voice vote, 5-0.

3. Approval of **Resolution R-2023-015** Recognizing Dan Kerkhoff for 40* Years of Service on the Ledgeview Fire Department.

Staff acknowledged and congratulated Dan Kerkhoff.

Motion made by Chairperson P. Danen to **Resolution R-2023-015** Recognizing Dan Kerkhoff for 40 Years of Service on the Ledgeview Fire Department. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in a unanimous voice vote, 5-0.

COMMUNICATIONS:

1. Town of Eaton Comprehensive Plan. [an FYI]
2. Acknowledging National Public Works Appreciation Week on May 21st.

ORDINANCES:

None

REPORTS:

Administrator:

- Monthly Sheriff's Department Reports.
- Written report as submitted.

Planner:

- None

Zoning Administrator:

- None

Treasurer:

- Written report as submitted.

Clerk:

- Written report as submitted.

Engineer:

- None

Public Works Director:

- Crack sealing was completed in the second week of May.
- Ledgeview is at the twenty year meter change out and we are switching to Metron and are cellular read. Have a website called WaterScope so residents can see their live usage.
- Written report as submitted.

Park & Recreation Director:

- Love Ledgeview Weekend was a success. There were two volunteers that led a crew of twelve people and collected 53lbs of garbage at Zelten Park! There was also a huge success at Townline Recycling for the community-wide recycling event.
- Written report as submitted.

Fire Department:

- Highlighted updates with Cocoon's Grand Opening and parking issues / update, on-duty staff will be patrolling for this event.
- Duty Chief was present for a fire over the weekend and response time increased dramatically.
- Voiced the concerns for emergency services on the County level as there are vacant positions for the Emergency Management Director, Assistant Director for Emergency Director, as well as the Director of Public Safety, whom the Fire Department rely on heavily.

Board Comments:

- None

APPROVAL OF THE VOUCHERS:

Motion made by Supervisor A. Matzke 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 Supervisor A. Matzke to go into closed session at 5:30 p.m. Roll call vote, Chairperson P. Danen, Supervisors Van Rossum, Danen, Matzke and Kellam 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 Chairperson P. Danen, **seconded by** Supervisor K. Kellam to go out of closed session at 5:39 p.m. Roll call vote, Chairperson Danen, Supervisors Van Rossum, Danen, Matzke and Kellam all 'ayes'. Motion carried unanimously.

Motion made by Chairperson P. Danen, **seconded by** Supervisor K. Kellam to go into second closed session item at 5:40 p.m. Roll call vote, Chairperson P. Danen, Supervisors Van Rossum, Danen, Matzke and Kellam all 'ayes'. Motion carried unanimously.

2. 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 related to the vacancy of the role of the Zoning Administrator. 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 K. Kellam to go out of closed session at 5:50 p.m. Roll call vote, Chairperson Danen, Supervisors Van Rossum, Danen, Matzke and Kellam all 'ayes'. Motion carried unanimously.

The Town Board may then reconvene into open session to take action on items discussed in closed session.

No action needed to be taken on closed session items.

ADJOURNMENT:

Motion made by Chairman P. Danen to adjourn, **seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a unanimous voice vote, 5-0. Meeting adjourned at 5:51 p.m.

Respectfully submitted,
Jennifer L. Broich
Clerk

Approved at the June 20, 2023 Town Board Meeting.