



TOWN BOARD MINUTES
Tuesday, June 20, 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 4:29 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, Alan Matzke and Karie Kellam were present with Supervisor Mark Danen arriving at 4:31 p.m.

Staff present was Administrator Sarah Burdette, Clerk Jennifer Broich, Planner Dustin Wolff, Acting Fire Chief Chris Hohol, Engineer Scott Brosteau, Treasurer Renae Peters, 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 K. Kellam. No further discussion. Motion carried unanimously 5-0.

CONSENT AGENDA

1. Regular Board Meeting Minutes:
 - a. May 16, 2023 – Town Board Minutes
2. Routine Reports:
3. Committee/Commission Reports:
4. Operator’s Licenses: May 14, 2023, thru June 17, 2023
5. Other Committee Minutes.
 - a. May 16, 2023 – Board of Review Minutes
 - b. February 9, 2023 - Personnel & Finance Committee Minutes
 - c. April 12, 2023 – RDA Minutes
 - d. May 10, 2023 - Zoning & Planning Commission Minutes
 - e. May 3, 2023 – Sanitary District Minutes
 - f. October 13, 2022 – Joint Review Board Minutes
 - g. April 26, 2023 – Parks, Recreation and Forestry Minutes
6. Pay Requests: None.
7. Special Event & Street Closure Permits:
 - a. St. Mary’s Church Picnic for July 23, 2023.

Motion made by Supervisor A. Matzke to approve the Consent Agenda, **seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried unanimously 5-0.

PUBLIC COMMENT:

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

Terry Smits: 3361 Main Street (for Terry’s Wall St. Pub)

Stated she was having issues with her building permit and liquor license.

Chairman P. Danen clarified that the DOT is requiring property owner to close off the Wall Street driveway per DOT recommendation, which will be affecting the outdoor area of their liquor license. Asked if they were willing to do that. Advised that the liquor license can still be issued but would operate indoors only.

Staff summarized the requirements and advised that she and the property owner and their contractor need to meet with staff to get on the same page.

After three calls for comments, none were heard. Public comment was closed at 4:37 p.m.

PUBLIC HEARING:

1. Public Hearing for approval of Renewal of Annual Alcohol Licenses for the following:

Class “A” Beer, “Class A” Cider:

- ♦ Indianhead Oil, LLC dba Circle K #2746510

Class “A” Beer, “Class A” Liquor:

- ♦ 7E CO Minnesota, LLC dba Dino Stop #7850
- ♦ Kwik Trip, Inc, dba Kwik Trip #594
- ♦ True North Energy, LLC dba True North #815
- ♦ Dickinson Gas Inc, dba BP
- ♦ StoneRidge De Pere, LLC, dba Piggly Wiggly

Class “B” Beer, “Class B” Liquor:

- ♦ 21 Gun Roadhouse
- ♦ Dillweed Inc. dba Bleu Restaurant & Lounge
- ♦ Grey Ghost Hospitality, LLC, dba Toast & Co.
- ♦ Ledgeview Golf Course, LLC
- ♦ Terry’s Wall St. Pub
- ♦ Cocoon Brewing
- ♦ Graystone Ale House
- ♦ LedgeCrest Reserve
- ♦ Redwood Inn

Chairman P. Danen opened the public hearing at 4:38 p.m. After three calls for comment, the public hearing was closed at 4:39 p.m.

Motion made by Chairman P. Danen to Approve the Renewal of Liquor Licenses for Circle K #2746510, Dino Stop #7850, Kwik Trip #594, True North #815, BP, Piggly Wiggly, 21 Gun Roadhouse, Bleu, Toast & Co., Ledgeview Golf Course, Cocoon, Graystone, LedgeCrest Reserve, and Redwood Inn. The Liquor License was also approved for Terry’s Wall St. Pub for INDOOR CONSUMPTION ONLY. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a unanimous voice vote, 5-0.

ZONING & PLANNING:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Request to Approve a Cigarette License for the following businesses:
Staff stated everything was submitted for the renewal of the Cigarette Licenses.

Motion made by Supervisor R. Van Rossum to Approve the Cigarette Licenses for Indianhead Oil, Dickinson Gas, 7E CO Minnesota, Kwik Trip, StoneRidge De Pere and True North Energy. **Motion seconded by** Supervisor K. Kellam. No further discussion. Motion carried in a unanimous voice vote, 5-0.

2. Request and Approval of Temporary Class “B” / “Class B” Retailer’s Alcohol License for St. Mary’s Annual Church Picnic,
Staff explained that this goes hand in hand with the Special Event, so they are able to sell alcohol for their Church Picnic.

Motion made by Chairman P. Danen to Approval of Temporary Class “B” / “Class B” Retailer’s Alcohol License for St. Mary’s Annual Church Picnic contingent on receiving the certificate of insurance from the applicant. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a unanimous voice vote, 5-0.

3. Recommendation on Annual Financial Policies.
Each year staff reviews the Town’s Financial Policies as part of the budget process. The Debt Management policy, Financial Policy & Procedure Manual, Fund Balance Policy and Investment Policy are updated and presented to the Board for approval to reinforce the guidelines used in the budget process. There are no significant changes to these policies for 2024.

New this year is the Credit Card Policy. A draft was reviewed by the Personnel & Finance Committee, and they made a recommendation for approval with a few changes:

Supervisor K. Kellam asked about doing five-year operational plans and wondered if they would consider adding that to the policy.

Staff explained that it can be added to Financial Policy & Procedure Manual.

Motion made by Supervisor A. Matzke to Approve the Annual Financial Policies. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a unanimous voice vote, 5-0.

4. Request for Approval for the Purchase of an Emergency Fire Gear Washer.
Staff explained that their current washer, which was purchased used and is very old and is no longer operable. Looking to purchase a new commercial unit but was not budgeted for. Advised that Benzschawel Plumbing will be donating their labor, saving the Town approximately \$600-\$1,000, to install the machine. The Town Board thanks them for their generosity.

Motion made by Supervisor A. Matzke to Approve the Purchase of an Emergency Fire Gear Washer. **Motion seconded by** Supervisor K. Kellam. No further discussion. Motion carried unanimously, 5-0.

5. Request for Approval to Negotiate the Purchase Price of a Fire Engine to a Sole Vendor.

Ledgeview Fire Rescue's CIP for 2023 included the price for a new Fire Engine to replace the current Engine 1821, a Pierce 1999 model. This unit is 24-year-old and will be 25 years old when the new proposed engine arrives. The old unit will either be auctioned or remain as a spare within the Fox River Fire District.

Ledgeview sent a bid request out for May 26th, 2023, for a 1500 GPM minimum fire pump.

Ledgeview Fire Department requested a generic bid for a vendor who could provide a Fire Engine in a lesser amount of time based on a capabilities specification vs. a custom specification. Ledgeview received only one qualified bid. The bidder has a truck in production that meets the general specification of the Department. Although not 100% of what Ledgeview would have specified, the bid allows for a truck to be delivered substantially faster, and significantly under what a custom bid monetary amount and time frame would look like. Further it does allow for certain customization such as paint, hose trays, seats etc.

The vendor, Fire Service Inc., actually sells several brands of Fire Apparatus. The current base bid for the unit plus base loose equipment is \$687,591.36 for an apparatus manufactured by E-One. The base bid does not include any extra warranties, or customization Ledgeview Fire would like to address.

The requested action from the Fire Chief is for an approval to select this vendor and to negotiate with the vendor warranties and extras in addition to the bid price for a total not to exceed \$725,000.

Chairman P. Danen asked if competitive bidding was the way to go. Discussion continued amongst the Board and staff clarifying the details.

Motion made by Supervisor M. Danen to Approve the Negotiation of the Purchase Price of a Fire Engine to a Sole Vendor up to \$725,000 to purchase a truck. **Motion seconded by** Supervisor R. Van Rossum. Chairperson P. Danen added the condition to come back to the Board if need be. No further discussion. Motion carried unanimously, 5-0.

6. Recognition and Appreciate for the SAP Committee.

Chairman P. Danen acknowledged the members in attendance: Mark Danen, Dan Kerkhoff and Dennis Pansier.

7. Acknowledgement of July 3, 2023, Town Board Cancellation.

COMMUNICATIONS:

1. Correspondence from Brown County Regarding East Landfill Property. [an FYI]
Staff summarized a meeting that occurred between County Executive Troy Streckenbach and Port and Authority Director Dean Haen and the thought of utilizing approximately 50 acres to be utilized as a part of the comprehensive recreation plan to build mountain bike trails and securing funds.
2. CBCWA Minutes from April 26, 2023.
3. WTA Brown County Branch Minutes from April 27, 2023.

ORDINANCES:

1. Ordinance O-2023-006 - CUP - Allowing a Dog Kennel to Operate at 2060 Swanstone Circle on Parcel D-470-263 (Public Hearing occurred on May 1, 2023, and approved by the Town Board under ZPC Resolution R-2023-012)

Motion made by Supervisor R. Van Rossum to Approve Ordinance O-2023-006 – CUP – Allowing a Dog Kennel to Operate at 2060 Swanstone Circle, **seconded by** Supervisor A. Matzke. No further discussion. Motion carried unanimously, 5-0.

REPORTS:

Administrator:

- Monthly Sheriff’s Department Reports for both traffic and regular enforcement.
- Ledgerview Farms next matter will require future discussion with Town Board and Town Attorneys.
- Staff working internally on review of Administrative changes related to developments projects.
- Acknowledgement that the Town office will be closed on Monday July 3, 2023, and all staff will be utilizing vacation time.
- Written report as submitted.

Planner:

- None

Zoning Administrator:

- None

Treasurer:

- Attended the preliminary hearing for check washing arraignment is this upcoming Friday.
- Written report as submitted.

Clerk:

- Written report as submitted.

Engineer:

- Board asked about internet outages that are occurring on Dollar Road, as residents are being advised they may be without for 3-4 weeks.
- None

Public Works Director:

- Written report as submitted.

Park & Recreation Director:

- Written report as submitted.

Fire Department:

- Public Safety order had to be given to a property owner / contractor 1650 Trinity Ridge Unit 1 lot. An order to cease operations was given as they were digging right on top of a large easement containing a 36” water line and fiber optics and lit the excavated materials on fire.
- Written report as submitted.

Board Comments:

- None

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 Chairperson P. Danen to go into closed session at 5:23 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 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. The purpose will be to discuss a recommendation from the Parks & Recreation Committee for purchasing land for park use. 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 R. Van Rossum to go out of closed session at 5:57 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 July 18, 2023, Town Board Meeting.