



TOWN BOARD MINUTES
Tuesday, August 22, 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 Acting Chair R. Van Rossum at 4:30 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all in attendance.

ROLL CALL

Present were Supervisors Renee Van Rossum, Mark Danen, Alan Matzke, and Karie Kellam. Chairman Philip J. Danen was excused.

Staff present were Administrator Sarah Burdette, Clerk Jennifer Broich, Planner Dustin Wolff (virtually), Engineer Scott Brosteau, 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 A. Matzke 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:
 - a. August 07, 2023 – Town Board Minutes
2. Routine Reports:
3. Committee/Commission Reports:
4. Operator’s Licenses: August 06, 2023, thru August 19, 2023
5. Other Committee Minutes.
6. Pay Requests:
7. Special Event & Street Closure Permits: None.

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

PUBLIC COMMENT:

Acting Chair R. Van Rossum opened public comment at 4:31 p.m.

After two more calls for comments, none were heard. Public comment was closed at 4:32 p.m.

PUBLIC HEARING:

None.

ZONING & PLANNING:

None.

PRESENTATIONS:

1. Water System Masterplan Update (Preliminary).

Town Engineer, Scott Brosteau with Mead & Hunt summarized the Water System Masterplan and laid out a brief overview of our current water services, as well as how it may look once the Town when fully developed.

Clarifying discussion was had amongst the Board and staff.

2. Public Works Survey Results Presentations.

Staff summarized the results from the Public Works Survey which was created as a part of 2022 Strategic Plan highlighting the growth and the need to evaluate residential services offered by the Public Works Department. A total of 2,670 postcards were sent out, as well as posted on the website, in the E-newsletter & on Facebook with receiving 371 responses.

Staff received direction from the Board to post survey results as well as comments to the Town's website and have a link available in the newsletter to direct people to our website.

OLD BUSINESS:

1. Consideration of Compost Site and Bulky Item Drop-off Services.

Discussion between staff and board members continued with the Town Board favoring a compost site behind the Public Works Shop or pursuing a land purchase jointly with De Pere.

The City of De Pere also picks up bulky items curbside twice per year. Ledgerview can offer these services when we purchase the loader for plowing and the possible compost site and presented several options.

Discussion between staff and board continued.

Motion made by Supervisor M. Danen directing staff to further investigate options (a) and (c) of the staff memo with regards to a future compost site. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion passed by a vote of 3-1, with Supervisor K. Kellam opposed.

Motion made by Supervisor M. Danen asking staff to continue to work with De Pere and to go ahead with option (b) of the staff memo with regards to bulky-item pick up. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried unanimously 4-0.

2. Discussion and Action on Conditional Use Permit (CUP) for a Dog Kennel for Suann Dombrowicki on Parcel D-37-1-2 located at 2263 Greenleaf Road.

Staff presented the Ordinance laying out the conditions of the Zoning and Planning Commission.

Continued discussion was had amongst Staff and the Board. Staff advised it sounded as though the applicant needed time to complete these requirements and feels one year is acceptable and sufficient. The Board requests to have completion of all requirements done by August 31, 2024, before their annual review. They would be able to come to the Board if an extension was needed.

Motion made by Supervisor A. Matzke to approve a Conditional Use Permit (CUP) for a Dog Kennel for Suann Dombrowicki on Parcel D-37-1-2 located at 2263 Greenleaf Road with the conditions needing to be completed by August 31, 2024, which will coincide with the time of their annual review. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 4-0.

NEW BUSINESS:

1. Approval of Final Resolution Authorizing and Levying of Special Assessments Against Benefited Property for Installation of Sidewalk, Including Engineering and Administration on Silverstone Trail, Beginning at the Intersection of Silverstone Trail and Heritage Road and Proceeding North on Silverstone Trail to the Intersection with O’Keefe Road in the Town of Ledgeview via Resolution R-2023-020.

Staff presented the breakdown and summary of assessed amounts for the parcels affected by the Silverstone Trail Sidewalk.

Motion made by Supervisor M. Danen to approve the Final Resolution Authorizing and Levying of Special Assessments Against Benefited Property for Installation of Sidewalk, Including Engineering and Administration on Silverstone Trail, Beginning at the Intersection of Silverstone Trail via Resolution R-2023-020. **Motion seconded by** Supervisor K. Kellam. No further discussion. Motion carried unanimously 4-0.

2. Consideration and Approval of Contractual Agreement between the Town of Ledgeview and Assessor Relative to Town of Ledgeview Assessment Services.

Staff explained that the current contract with Fair Market Assessments concluded on June 30, 2023. The Town has contracted with Fair Market Assessments (Mike Denor) for assessor services for many years. These services include assessing value to all non-manufacturing properties in the Town, submitting an annual assessment roll, completing the appropriate Dept. of Revenue forms, and attending Open Book and Board of Review meetings. The Town has always received exceptional service. Staff requested a new contract for a 5-year term, July 1, 2023, through June 30, 2028.

Motion made by Supervisor A. Matzke to approve Contractual Agreement between the Town of Ledgeview and Assessor Relative to Town of Ledgeview Assessment Services. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 4-0.

3. Consideration and Action on Development Agreement Related to Site Improvements for BelGioioso Cheese, Inc. and the Town of Ledgeview.

Staff presented the agreement which has been prepared and reviewed by Town Legal Counsel in accordance with the recommendation from the Ledgeview Redevelopment Authority, with Town Board approval in July 2023.

Representatives of BelGioioso Cheese, Inc. have reviewed the agreement and have outlined two further considerations for the board to discuss related to:

- a. The request to have the personal guaranty removed from the Agreement.
- b. In section I.O. of the document, they are requesting that the Annual Payment Amount percentages are reversed as follows:

<u>Payment Years</u>	<u>Annual Payment Amount</u>
2026 – 2030	75% of the Available Tax Increment
2031 – 2035	50% of the Available Tax Increment
2036 – 2040	35% of the Available Tax Increment

Staff advised there would be a separate agreement for the maintenance of the stormwater pond and continued maintenance of the asphalt as it does not need to be a part of the TIF Agreement.

Discussion ensued between the board and staff.

Motion made by Supervisor M. Danen to approve the Development Agreement Related to Site Improvements for BelGioioso Cheese, Inc. with the noted changes from BelGioioso in terms of inverting the percentages and removing the personal guarantee. **Motion seconded by** Supervisor K. Kellam. No further discussion. Motion passed by a vote of 3-1, with Supervisor A. Matzke opposed.

4. Approval to Purchase a 2025 Tandem Axel Plow Truck.

Staff presented the need to approve the purchase of said equipment due to supply chain issues. This has been approved to be purchased in 2025 in the Capital Improvement Plan.

Staff received four quotes to purchase the 2025 tandem axle dump truck. The box, salter, belly scrapper, hydraulics, strobes, and plows will be installed by Monroe Truck for \$204,998. This price is through Sourcewell, a government cooperative purchasing program, with the total cost for this truck is \$347,552.00.

Monroe truck is requesting that the contract be signed prior to September to lock in the quoted prices. They are also requesting a down payment of \$100,000 in the first or second quarter of 2024. The remaining balance would be due when the truck is received which is estimated to be around Labor Day of 2025.

Staff is recommending the purchase of the 2025 Western Star chassis from Quality Truck and plow outfitting to be completed by Monroe Truck Equipment

Motion made by Supervisor A. Matzke to approve the purchase of a 2025 Tandem Axel Plow Truck - Western Star Chassis from Quality Truck and plow outfitting to be completed by Monroe Truck Equipment, for \$347,552.00.

Motion seconded by Supervisor M. Danen. No further discussion. Motion carried unanimously 4-0.

5. Approval to move September 4th Town Board to Tuesday, September 5th due to Labor Day and Town Offices being closed.

Staff that the next Town Board meeting falls on a holiday and the need to move it to the next business day.

Motion made by Supervisor M. Danen to reschedule September 4th Town Board and move it to Tuesday, September 5th due to Labor Day and the Town Offices being closed. **Motion seconded by** Supervisor K. Kellam. No further discussion. Motion carried unanimously 5-0.

COMMUNICATIONS:

1. Minutes from July 2023 WTA Brown County Unit Meeting. [FYI]
2. Communication from Senator Wimberger.
3. Minutes from July 26, 2023, CBCWA Meeting. [FYI]

ORDINANCES: None.

REPORTS:

Administrator:

- Judge Walsh ruled in J&A Lakeside matter in favor of the Plaintiff.
- Brown County is having an Economic Development bus tour in September with a planned stop in Ledgerview.
- Written report as submitted.

Planner:

- None

Zoning Administrator:

- None

Treasurer:

- Working with the budget and is trying out the new software.
- Written report as submitted.

Clerk:

- Highlighted the Absentee grant and new layout for the Absentee Envelopes.
- Written report as submitted.

Engineer:

- Update on Dollar Road project.
- None.

Public Works Director:

- Written report as submitted.

Park & Recreation Director:

- Written report as submitted.

Fire Department:

- Written report as submitted

Board Comments:

- Supervisor K. Kellam stated there may be confusion regarding the signs for public access and was wondering if there could be guidelines created for those specific signs and how those spaces are used. i.e., water retention ponds.

Staff stated that information can be found on the demarcation plan as its allocated uses are listed by parcel. There is also continued public education that is put out in the Towns' Newsletter regarding greenspace and it's usage so it's accessible to residents.

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 unanimously 4-0.

CLOSED SESSION:

Motion made by Acting Chair R. Van Rossum, **seconded by** Supervisor M. Danen to go into closed session at 6:08 p.m. Roll call vote, Supervisors Van Rossum, Danen, Matzke and Kellam all ‘ayes’. Motion passed 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 is related to 2018 Ledgeview Farms Conditional Use Permit (CUP) matter. The Town Board may then reconvene into open session to take action on items discussed in closed session.

Motion made by Acting Chair R. Van Rossum, **seconded by** Supervisor M. Danen to go out of closed session at 7:27 p.m. Roll call vote, Acting Chair Van Rossum, and Supervisors Danen, Matzke and Kellam all ‘ayes’. Motion passed unanimously.

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

No action to be taken from closed session.

ADJOURNMENT:

Motion made by Acting Chair R. Van Rossum to adjourn, **seconded by** Supervisor K. Kellam. No further discussion. Motion carried in Motion carried unanimously 4-0. Meeting adjourned at 7:28 p.m.

Respectfully submitted,
Jennifer L. Broich
Clerk

Approved at the September 05, 2023, Town Board Meeting.