



TOWN BOARD MINUTES
Monday, October 17, 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 P. Danen, Supervisors Mark Danen, Karie Kellam, and Renee Van Rossum. Supervisor Al Matzke was excused.

Staff present were Administrator Sarah Burdette, Clerk Jennifer Broich, Planner Dustin Wolff, Treasurer Renae Peters, Parks and Recreation Director Stephanie Schlag, Public Works Director Greg Potts and Engineer Scott Brosteau.

AGENDA APPROVAL

Staff advised there were no changes to the agenda.

Motion by Supervisor K. Kellam 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. October 02, 2023 – Town Board Minutes
2. Routine Reports: None
3. Committee/Commission Reports:
 - a. Water Master Plan
4. Operator’s Licenses: October 01, 2023, thru October 14, 2023
5. Other Committee Minutes:
 - a. September 13, 2023 – Zoning and Planning Commission
 - b. August 02, 2023 – Sanitary District No. 2
6. Pay Requests: None
7. Special Event & Street Closure Permits: None

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

PUBLIC COMMENT:

Chairman P. Danen 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:

1. Recommendation from Zoning and Planning Commission on a proposed amendment to the Eventyr Heights Planned Development District (PDD) for Unit 1 (D-2245; 1621 Garden Grace Way) to amend the side yard setback submitted by Steven Bieda, agent on behalf of LaRee Runnoe, owner.

The developer is looking to amend the Eventyr Heights PDD related to Unit 1 and Unit 2. Specifically, to remove the zero-lot line requirements and to change the side yard setbacks to eight-feet for both lots. The requested setbacks are identical to the setback for the Augusta Hills Development.

The ZPC recommended the Town Board approve the PDD amendment with conditions.

Motion made by Supervisor K. Kellam to approve the recommendations from the Zoning and Planning Commission for the amendment to the Eventyr Heights PDD for Unit 1 setbacks located at 1621 Garden Gracy Way with the following conditions:

- A. The ZPC finds the proposed amendments to be minor and not a substantial change to the PDD, and a public hearing is not required for the amendment to the Eventyr Heights PDD.
- B. The side yard setbacks for Unit 1 and Unit 2 — 1621 and 1623 Grace Garden Way (D-2245 and D-2246)—are revised to 8-feet. Front and rear setbacks remain 25-feet.
- C. Record an amended condominium plat for Eventyr Heights illustrating the amended setbacks for Unit 1 and Unit 2.
- D. Driveways will continue to access Grace Garden Way, with no vehicle access to Bobby Jones Drive.
- E. Ledgeview will require compliance with emergency site access requirements WI Administrative Code SPS 314 for Unit 1 and Unit 2, specifically:
 - i. The driveway as proposed will need to be constructed to support an 80,000-pound vehicle—the concrete must be 6” thick rather than the standard 4” thickness. Building plans will need to be revised to clearly indicate this specification for the driveway.
 - ii. A signed and recorded easement document between the Owner and the Town acknowledging this access requirement.

Motion seconded by Supervisor R. Van Rossum. No further discussion. Motion carried unanimously 4-0.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Approval of Resolution R-2023-025 confirming the installation of sidewalks along Oak Ridge Circle.

Staff explained the need for the resolution in that it will allow us to apply for the upcoming LRIP Grant cycle that could help fund this project which is a part of the Town’s Capital Improvement Plan (CIP).

Motion made by Supervisor R. Van Rossum to approve **Resolution R-2023-025** confirming the installation of sidewalks along Oak Ridge Circle. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 4-0.

2. Proposed Budget Workshop session:

- a. Discussion with staff to review the 2024 proposed budget and the final 2024 Capital Improvement Plan. * item is for discussion only*

Staff went over the summary of the proposed 2024 levy and 2023 mill rate. Discussion was had between staff and the board going over the details presented. The board reviewed details such as levy limits and fund balance allocations and considered the CIP and future debt obligations. The board provided direction to staff related to what mil rate impact they would support, in preparation for the upcoming budget hearing.

COMMUNICATIONS:

- 1. Communication from Valley Cabinet in reference to their rezone request submitted to the City of De Pere for their business expansion. [an FYI]
- 2. Communication from Department of Administration with the finalized estimated population as of January 01, 2023. [an FYI]

ORDINANCES:

None.

REPORTS:

Administrator:

- Advised the print edition of the ‘fall’ newsletter will be getting mailed next week.
- Continued recruitment for Zoning Administrator and HR Assistant.
- Will be a guest speaker at UWGB for an upcoming Public Administration class.
- Has been attending a handful of introductory meetings with the Planner pertaining to possible future commercial development.
- Update from Appeals Court on Van Dreef.

Planner:

- 2024 is a big planning year that will require input from the residents. The Town will be updating its Comprehensive Plan, the Five-Year Comprehensive Outdoor Parks and Recreation Plan, as well as the Southern Connector corridor study.
- Looking at creating micro-surveys in hopes of gaining public engagement to get feedback from residents and property owners as the Town grew by 144% since 2010

Zoning Administrator:

- None

Treasurer:

- Budget prep.

Clerk:

- Written report as submitted.

Engineer:

- None.

Public Works Director:

- Updated the Board and stated traffic is starting to slow on Dollar Road, not where we need to be but is improving. The Sheriff's Department will continue to stay on it until we get the traffic where it needs to be.
- Written report as submitted.

Park & Recreation Director:

- Written report as submitted.

Fire Department:

- New fire truck should be arriving at the end of this week.

Board Comments:

- None

APPROVAL OF THE VOUCHERS:

Motion made by R. Van Rossum approve the vouchers. **Motion seconded by** Supervisor K. Kellam. No further discussion. Motion carried unanimously 4-0.

CLOSED SESSION:

Motion made by Chairman P. Danen, **seconded by** Supervisor M. Danen to go into closed session at 5:33 p.m. Roll call vote, Chair Danen and Supervisors Danen, Kellam, and Van Rossum 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 reasons require a closed session. The purpose will be to review and discuss a proposed Developers Agreement between the Town and J&A Lakeside. 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 number one at 5:37 p.m. Roll call vote, Chair Danen and Supervisors Danen, Kellam, and Van Rossum all 'ayes'. Motion carried unanimously.

No Action taken on closed session number one.

Motion made by Chairman P. Danen, **seconded by** Supervisor R. Van Rossum to go into closed session number two at 5:38 p.m. Roll call vote, Chair Danen and Supervisors Danen, Kellam, and Van Rossum 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 staffing of the Zoning Administrator position. 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 number two at 5:43 p.m. Roll call vote, Chair Danen and Supervisors Danen, Kellam, and Van Rossum all 'ayes'. Motion carried unanimously.

No action taken on closed session number two.

Motion made by Chairman P. Danen, **seconded by** Supervisor R. Van Rossum to go into closed session number three at 5:44 p.m. Roll call vote, Chair Danen and Supervisors Danen, Kellam, and Van Rossum all 'ayes'. Motion carried unanimously.

3. 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 Chairman P. Danen, **seconded by** Supervisor R. Van Rossum to go out of closed session number three at 6:11 p.m. Roll call vote, Chair Danen and Supervisors Danen, Kellam, and Van Rossum all 'ayes'. Motion carried unanimously.

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

Motion made by Chairman P. Danen to send a letter to Ledgeview Farms per recommendations of the Town Counsel. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 4-0.

ADJOURNMENT:

Motion made by Chairman P. Danen to adjourn, **seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 4-0. Meeting adjourned at 6:12 p.m.

Respectfully submitted,
Jennifer L. Broich
Clerk

Approved at the November 21, 2023, Town Board Meeting.