



TOWN BOARD MINUTES  
Tuesday, September 05, 2023, at 6:00 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 6:00 p.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by all in attendance.

**ROLL CALL**

Present were Chairman P. Danen, Supervisors Renee Van Rossum, Mark Danen, Alan Matzke, and Karie Kellam.

Staff present were Administrator Sarah Burdette, Clerk Jennifer Broich, Acting Fire Chief Chris Hohol, Treasurer, Renae Peters, 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 K. Kellam 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. August 22, 2023 – Town Board Minutes
2. Routine Reports:
3. Committee/Commission Reports:
4. Operator’s Licenses: August 20, 2023, thru September 02, 2023
5. Other Committee Minutes.
  - a. July 18, 2023 – Parks, Recreation and Forestry Minutes
6. Pay Requests:
  - a. Approve pay request #2 for Contract B-2023, Dollar Road Reconstruction, for \$302,090.65 to Peters Concrete Co.
7. Special Event & Street Closure Permits: None.

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

**PUBLIC COMMENT:**

Chairman P. Danen opened public comment at 6:00 p.m.

**Kathleen Anderson – 1897 Little Valley Court:**

Resident was concerned about the Town passing an ordinance that would allow ATVs and UTVs and asked why they were considering it again. Was concerned about the machines overall and stated that according to

the recent Public Works survey, there were many concerns over pedestrian and bicycle safety and if the Town allowed this, it would be adding to residents' concerns.

Chairman P. Danen stated the Board received multiple requests about ATV and UTV usage, which is why it's back on the agenda.

After two more calls for comments, none were heard. Public comment was closed at 6: 08 p.m.

**PUBLIC HEARING:**

None.

**ZONING & PLANNING:**

None.

**OLD BUSINESS:**

1. Continued discussion on UTV and ATV usage on Town roads.

Staff explained there have been multiple requests from residents asking to allow All-Terrain Vehicle (ATV) and Utility Terrain Vehicle (UTV) usage on Town owned and maintained roadways. The Town would have to enact an ordinance that would allow ATV/UTV usage on any highway with a speed limit of 35 mph or less as it's considered a recreational vehicle.

The Town only has the authority to allow usage on any Town owned and maintained roadways. Brown County Highway responded that all the mentioned highways contained hills, curves, and traffic counts and that they would not allow use on CTH's that have a speed of 35 mph or greater. Each roadway would have to be signed appropriately for ATV usage according to WDNR regulations which also allows for law enforcement to easily recognize what is and isn't an ATV/UTV route, and each road would have to be listed in the approved ordinance.

Discussion between staff and board continued.

Recommendation from Board directing staff to provide further analysis on this topic for Town Board to consider at a future meeting.

**NEW BUSINESS:**

1. Approval of GV-17 Municipal Project Agreement with Brown County.

Staff summarized the agreement stating this is a part of the Southern Connector and would be from STH 32/57 go CTH PP, explaining that this would give the County the authority to take care of the direction of the project in working on the design and land acquisition.

The Town would also be working alongside the City of De Pere and the County regarding the design. Mentioned that the information provided in the agreement mirrors the numbers that were presented in the Capital Improvement Plan (CIP).

**Motion made by** Supervisor R. Van Rossum to approve the GV-17 Municipal Project Agreement with Brown County.  
**Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried unanimously 5-0.

2. Approval of GV-18 Municipal Project Agreement with Brown County.

Staff summarized the agreement stating this is a part of the Southern Connector and would be from CTH PP to CTH X, explaining that this would give the County the authority to take care of the direction of the project in working on the design and land acquisition.

The Town would also be working alongside the City of De Pere and the County regarding the design. Mentioned that the information provided in the agreement mirrors the numbers that were presented in the Capital Improvement Plan (CIP).

**Motion made by** Supervisor A. Matzke to approve GV-18 Municipal Project Agreement with Brown County. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 5-0.

3. Approval of Intergovernmental Agreement for WI Recycling Consolidation Grant for 2024 via Resolution R-2023-021.

Each year the Brown County municipalities renew this agreement for a joint program promoting recycling services and has evolved over the years to include online and social media promotions. The agreement also ensures that Ledgeview will be eligible for the 2024 Wisconsin Recycling Consolidation Grant.

**Motion made by** Supervisor K. Kellam to approve Intergovernmental Agreement for WI Recycling Consolidation Grant for 2024 via Resolution R-2023-021. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion passed by a vote of 5-0.

4. Approval of the 2024 DNR Urban Forestry Authorizing Grant via Resolution R-2023-022.

Staff stated this would be year four in applying for the grant which acknowledges the Town would fund particular projects up front knowing they would get reimbursement at the end. Some projects being Emerald Ash Borer Tree Removal, tree planting and maintenance of trees on public land and continued staff education and partnerships in offering chainsaw safety training at the golf course.

**Motion made by** Supervisor A. Matzke to of the 2024 DNR Urban Forestry Authorizing Grant via Resolution R-2023-022. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion passed by a vote of 5-0.

5. Approval of the Belle Isle Master Park Plan via Resolution R-2023-023.

Staff presented the recommended Master Plan from the Parks and Recreation Committee for the Master Park Plan for Belle Isle and stated it was a small 0.2-acres pocket park for the Town of Ledgeview. Belle Isle Park is a pocket park and is still in need of an approved master plan based on recommendation from the Parks and Recreation CORP Plan for 2019-2024.

The current ESA constraints, as well as the size of the parcel, allow only a small portion of the park to have amenities added to the parcel. A final design was recommended for public input at the June 12, 2023, Parks, Recreation and Forestry meeting, and all improvements would be paid for by Park Impact Fees.

Discussion ensued between the Board and staff regarding playground equipment, and overall uses of pocket parks, and other ideas as to what the land could be used for.

**Motion made by** Chairman P. Danen to **table the resolution and approval of the Belle Isle Master Park Plan and bring it back to staff to come up with more ideas.** **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried unanimously 5-0.

6. Overview of Preliminary 2024-2029 Capital Improvement Plan (CIP).

Staff gave a summary of the Preliminary CIP and stated that everything was tied to a funding source if it isn't a part of the levy. Stated it covers projects through 2028 and went through the project prioritization portion of the CIP.

Chairman P. Danen asked if it would be wise to move things up and utilize the ARPA funds on shadow lane since the funds are there.

**Motion made by** Chairman P. Danen to Approve Preliminary 2024-2029 Capital Improvement Plan (CIP) as it. **Motion seconded by** Supervisor K. Kellam. No further discussion. Motion carried unanimously 5-0.

7. Award Contract D-2023, Shadow Lane Watermain Relay.

Staff stated they received seven bids with the low bid being from Jossart Brothers which came back well below the estimated amount.

**Motion made by** Supervisor R. Van Rossum to Award Contract D-2023, Shadow Lane Watermain Relay to Jossart Brothers who came in with the low bid. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 5-0.

**COMMUNICATIONS:**

1. Public Hearing from Village of Bellevue regarding a PDD from Lexington Homes. [FYI]
2. CBCWA 2024 Budget Hearing Notice and Draft of Budget. [FYI]

**ORDINANCES:**

None.

**REPORTS:**

Administrator:

- None

Planner:

- None

Zoning Administrator:

- None

Treasurer:

- None
- Clerk:
- None
- Engineer:
- None.
- Public Works Director:
- None
- Park & Recreation Director:
- None
- Fire Department:
- None
- Board Comments:
- Chairman P. Danen made a comment and questioned the reasoning a dumpster was Sportsman and asked what the purpose was.

### **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 5-0.

### **CLOSED SESSION:**

**Motion made by** Chairman P. Danen, **seconded by** Supervisor K. Kellam to go into closed session to discuss original agenda item #2 pertaining to the J&A Lakeside, LLC Litigation, at 7:01 p.m. Roll call vote, Chairman P. Danen, and Supervisors Danen, Kellam, Matzke and Van Rossum all ‘ayes’. Motion carried unanimously.

4. 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 K. Kellam to go out of closed session at 7:06 p.m. Roll call vote, Chairman P. Danen, and Supervisors Danen, Kellam, Matzke 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, **seconded by** Supervisor R. Van Rossum to go back into closed session to discuss original agenda item #1 pertaining to the Zoning Administrator position at 7:07 p.m. Roll call vote, Chairman P. Danen, and Supervisors Danen, Kellam, Matzke and Van Rossum all ‘ayes’. Motion passed 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 and related service level provision. 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 7:42 p.m. Roll call vote, Chairman P. Danen, and Supervisors Danen, Kellam, Matzke 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, **seconded by** Supervisor A. Matzke regarding the closed session agenda item pertaining to the J&A Lakeside, LLC litigation and to not appeal the Judge's decision and to place the Grande Ridge Estates Final Plat on the next agenda. Motion carried unanimously.

**Motion made by** Chairman P. Danen, **seconded by** Supervisor K. Kellam regarding the closed session agenda item relating to the Zoning Administrator position and to advise staff to post the job announcement for the Zoning Administrator. Roll call vote, Chairman P. Danen, and Supervisors Danen, Kellam, Matzke and Van Rossum all 'ayes'. Motion carried unanimously.

**ADJOURNMENT:**

**Motion made by** Chairman P. Danen to adjourn, **seconded by** Supervisor M. Danen. No further discussion. Motion carried in Motion carried unanimously 5-0. Meeting adjourned at 7:43 p.m.

Respectfully submitted,  
Jennifer L. Broich  
Clerk

Approved at the September 19, 2023, Town Board Meeting.