



**TOWN BOARD MINUTES**  
**Tuesday, September 19, 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 Renee Van Rossum, Mark Danen, and Karie Kellam. Supervisor Alan Matzke was excused.

Staff present were Administrator Sarah Burdette, Clerk Jennifer Broich, Planner Dustin Wolff (virtually), 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 R. Van Rossum to approve agenda as written, **seconded by** Supervisor K. Kellam. No further discussion. Motion carried unanimously 4-0.

**CONSENT AGENDA**

1. Regular Board Meeting Minutes:
  - a. September 05, 2023 – Town Board Minutes
2. Routine Reports:
3. Committee/Commission Reports:
4. Operator's Licenses:
5. Other Committee Minutes.
  - a. May 18, 2023 – Personnel and Finance Committee
  - b. July 12, 2023 – Zoning and Planning Commission
6. Pay Requests:
  - a. Approve pay request #1 for Contract A-2023 – Silverstone Trail Resurfacing for \$131,046.04 to MCC, Inc.
7. Special Event & Street Closure Permits:     None.

**Motion made by** Chairman P. Danen 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:**

None.

## **OLD BUSINESS:**

1. Recommendation from Zoning and Planning Commission on Final Plat request by Steve Bieda of Mau & Associates (agent) for a proposed residential subdivision on parcels D-449-2-1, D-449-2, D-450-1, and D-450-2, located on Wayne Lane, known as Grande Ridge Estates First Addition.

The Final Plat illustrates 74 lots and 4 outlots as a part of the Final Plat for Grande Ridge Estates 1st Addition, which is proposed as a combination of the approved Preliminary Plats for Grande Ridge Estates 1<sup>st</sup> and 2<sup>nd</sup> Additions. The petitioner received approval of a preliminary plat for this development by the ZPC at the September 2021 ZPC meeting and the Town Board at the October 4, 2021, meeting.

The Final Plat was previously approved by the Town Board at the March 22, 2022, meeting. The Board did not approve Lots 100 – 103 fronting Heritage Heights Drive.

The ZPC recommended that the plat be approved by the Town Board subject to the following conditions. Though many have already been addressed, the Staff recommends the Town Board approve the Plat with the same conditions.

**Motion made by** Supervisor R. Van Rossum **to approve the Final Plat request by Steve Bieda of Mau & Associates (agent) for a proposed residential subdivision on parcels D-449-2-1, D-449-2, D-450-1, and D-450-2, located on Wayne Lane, known as Grande Ridge Estates First Addition with the following conditions as recommended by the Zoning & Planning Commission:**

- A. A revision of the Plat to show:
  1. A detail of the building envelope of Lot 56.
  2. The existing detail next to Outlot 5 relabeled to “56” instead of “57”.
  3. That the Restrictive Covenants pertaining to the ESA-encumbered lots/outlot have been revised to include the correct lot/outlot references.
  4. A note on the Plat stating that Lots 100-103 will be developed within three (3) years of plat recording.
  5. A 10-foot setback line from the utility and pedestrian access right-of-way for lots 99, 97, 103, and 104.
  6. Dedication of the ROW stub for the future east/west street between Outlot 7 and Lot 92.
- B. The partial vacation of Wayne Lane.
- C. Technical corrections addressed as required by the Town Engineer and Brown County.
  1. Utility easements to be added for storm, water or sanitary as determined by the Town prior to Town signature of the Plat.
- D. Final Plat will not be signed by the Town and recorded until a Developer’s Agreement is executed with the Town.

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

2. Recommendation from Zoning and Planning Commission on Approval of Certified Survey Map (CSM) for parcels D-450 and D-449-1 located on Wayne Lane, for R. Van Straten and R. Cuene.

The CSM was previously approved by the Town Board on April 19, 2022, but has not been recorded due to the issues associated with the Grande Ridge Estates 1st Addition Final Plat . Due to the length of time that has passed, reapproval is needed.

To accommodate the new roadway configuration associated with the subdivision development, a right-of-way vacation for a portion of Wayne Lane was approved by the Town. This vacation, (now completed), was a condition of the Van Straten / Cuene CSM so that both lots will have frontage and access onto the vacated and dedicated Wayne Lane.

The ZPC approved the CSM and recommended the same to the Town Board at this time, conditioned

**Motion made by** Supervisor M. Danen to approve of Certified Survey Map (CSM) for parcels D-450 and D-449-1 located on Wayne Lane, for R. Van Straten and R. Cuene with the following conditions as recommended by the Zoning & Planning Commission:

- A. Final vacation of the partial ROW for Wayne Lane.
- B. Recording of the CSM to be simultaneous to the Grande Ridge Estates 1<sup>st</sup> Addition Final Plat.
- C. The following notations added to the CSM:
  - 1. “Future bicycle and pedestrian facilities will be installed within the public ROW when the roadway is constructed.”
  - 2. “All lots are required to connect to public utilities within one year of availability.”
- D. Any technical corrections required by the Town Engineer or Brown County prior to Town signatures:
  - 1. Change Town signature line to Jennifer Broich, Town Clerk.

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

## **NEW BUSINESS:**

- 1. Request for approval of the Trick-or-Treat hours which will coincide with the City of De Pere, to be held on Tuesday October 31, 2023, from 4 p.m. – 7 p.m.

Staff is requesting to set the official Trick-or-Treat hours to mirror the City of De Pere’s hours which have been confirmed.

**Motion made by** Chairman P. Danen to approve the Trick-or-Treat hours which will coincide with the City of De Pere, to be held on Tuesday October 31, 2023, from 4 p.m. – 7 p.m. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 4-0.

## **COMMUNICATIONS:**

None.

## **ORDINANCES:**

None.

## REPORTS:

### Administrator:

- Will be reaching out to Representatives Macco and Wimberger asking them to consider and cosign a draft of LRB 4336; legislation relating to water and sewerage system connections and annexation of territory and extraterritorial zoning for certain towns.
- Written report as submitted.

### Planner:

- None

### Zoning Administrator:

- Written report as submitted.

### Treasurer:

- Written report as submitted.

### Clerk:

- Made mention of a Public Hearing Notice from the City of De Pere for a rezone at S. Broadway and Enterprise for future development.
- Written report as submitted.

### Engineer:

- None.

### Public Works Director:

- Asked the Board to think of suggestions as to what to name the road for Town's portion of the Southern Connector as the City of De Pere has named their portion of GV-17 Generations Avenue.
- Updated Board on the speeding concerns on Dollar Road. Suggested that the Public Works crew could add crosswalks or crossbars at controlled intersections in an effort to get drivers to stop at the four way and help reduce speeding. Will bring a policy to the board for approval defining which intersections would warrant the markings.
- Advised the PW crew moved the speed limit sign on Dollar Road, added flags to all stop and speed limit signs, and ordered reflector tape that will be added to the stop signs.
- Written report as submitted.

### Park & Recreation Director:

- Written report as submitted.

### Fire Department:

- None

### Board Comments:

- Chairman P. Danen mentioned he received a request from Representative Macco asking for emergency responder nominations.

## APPROVAL OF THE VOUCHERS:

**Motion made by** Supervisor 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 K. Kellam to go into closed session at 4:47 p.m. Roll call vote, Chairman P. 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)(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 will be to act on recommendation from Personnel & Finance Committee. 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 M. Danen to go out of closed session at 5:04 p.m. Roll call vote, Chairman P. 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 approve the recommendation from the Personnel & Finance Committee on the 2024 wage and salary recommendations and to thank the committee for their service. **Motion seconded by** Supervisor K. Kellam. No further discussion. Motion carried unanimously 4-0.

#### **ADJOURNMENT:**

**Motion made by** Chairman P. Danen to adjourn, **seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried unanimously 4-0. Meeting adjourned at 5:05 p.m.

Respectfully submitted,  
Jennifer L. Broich  
Clerk

Approved at the October 02, 2023, Town Board Meeting.