



TOWN BOARD MINUTES
Tuesday, November 21, 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, Interim Fire Chief Chris Hohol, Treasurer Renae Peters, Parks, Recreation and Forestry Director Stephanie Schlag, Public Works Director Greg Potts and Engineer Scott Brosteau.

AGENDA APPROVAL

Staff advised the need to amend the Consent Agenda by changing the date for Parks, and Recreation minutes from September 13th to September 19th; as well as the need to remove the October 26th Sanitary District minutes.

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. October 17, 2023 – Town Board Minutes
2. Routine Reports: None
3. Committee/Commission Reports:
4. Operator’s Licenses: October 15, 2023, thru November 04, 2023
5. Other Committee Minutes:
a. October 11, 2023 – Zoning and Planning Commission
b. August 21, 2023 – Parks, Recreation and Forestry Committee
c. September 13, 19, 2023 - Parks, Recreation and Forestry Committee
d. October 04, 2023 – Sanitary District No. 2 Minutes
e. ~~October 26, 2023 – Sanitary District No. 2~~
6. Pay Requests:
a. Final Pay Request for Contract B-2022, Tributary D Dredging, for \$11,150.00 to KCG Excavating, LLC.
7. Special Event & Street Closure Permits: None

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

PUBLIC COMMENT:

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

Mark Rukamp – Alliance Construction:

Representing Allie Smits for the LedgeCrest Reserve Unit 11 development and wanted to be sure it was on the agenda.

After two more calls for comments, none were heard. Public comment was closed at 4:33 p.m.

PUBLIC HEARING:

None.

ZONING & PLANNING:

1. Recommendation from Zoning and Planning Commission for approval on a (BSO) Building Site and Operations Plan request by Allison Smits (owner) for a new development at LedgeCrest Reserve Unit 11 located at 2200 Dickinson Road.

The petitioner is requesting review for the proposed development of an approximately 2,580 SF mixed use building on Unit 11 of the Olde School Square development. Since the initial construction of LedgeCrest Reserve a smaller structure was planned to anchor the outdoor patio. The proposal is a mixed-use building that will have a smaller event space (<100 persons) on the 1st Floor, and short-term lodging with five (5) bedrooms on the 2nd Floor. An amendment to the Condominium plat will be required.

Continued discussion was had between the board and staff regarding the trees and shared parking.

Supervisor A. Matzke asked about potential issues with shared parking.

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

1. The following additions be made to the building elevation sheets:
 - a. Material colors to be indicated in the elevation plans clearly label the colors of all materials including trim, doors, and roofing.
 - b. Double access doors on west elevation cannot be plain/flat in appearance. Must match other Metal Embossed Doors on exterior.
 - c. A lighting cut sheet for sconce lights on the building.
2. Provide WPS approval of revised easement prior to the issuance of building permits.
3. Revise the Site plan in the plan set.
 - a. Plans do not clearly illustrate new Unit 11 Boundary. Remove references to Imaginary Property Line. Label as Unit 11 Boundary. Please address on all sheets.
 - b. Correct plans sheet labels from “properly” to “property”
4. In the plan resubmitted to DSPS, the site plan resubmittal shall match the C4 site survey plan dated 11/13/2023.
5. Condominium replat matching plan sheet C4 shall be recorded at Brown County Register of Deeds office.
 - a. Revise Unit 11 boundary. The 4th Add Condo Plat will be similar to the 3rd Add Condo that will illustrate the new unit 11 boundary and building footprint and all pages.

- b. Remove 10' no build easement language and references.
 - c. Show an additional handicap parking stall on the east side of the site.
 - d. A certified copy of the Register of Deeds replat document shall submitted with the construction permit application.
6. Town and owner to execute and agreement for protection and replacement of the Town owned trees along the southern elevation.
- a. Mature trees to be protected by the owner during construction with fencing.
 - b. Owner to guarantee the survival of the identified trees for three growing seasons after occupancy of the building.
 - c. If trees die in that time period, the owner will need to replace the lost diameter inches as determined by the Parks & Forestry Director.

Motion made by Supervisor R. Van Rossum to approve a (BSO) Building Site and Operations Plan request by Allison Smits (owner) for a new development at LedgeCrest Reserve Unit 11 located at 2200 Dickinson Road with the following conditions noted above set forth by the Zoning and Planning Commission.

Motion seconded by Chairman P. Danen. No further discussion. **Motion failed** by a vote of 2-3 with Chairman Danen and Supervisor Van Rossum voting 'aye' and Supervisors Danen, Matzke and Kellam voting 'nay'

Supervisor A. Matzke would like to see an analysis done and is only concerned regarding the parking. Supervisor M. Danen suggested maybe having an agreement with neighboring businesses. Staff advised there was a nighttime study done regarding the parking and can bring that information.

Chairman P. Danen suggested to staff to bring it back to the board for approval with that information.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Request for approval on an application request for an Agent Change at StoneRidge Markets dba Piggly Wiggly.

Staff explained the previous agent, Alex Weiland, is no longer an employee at Piggly Wiggly. Todd DeVoe will be the new manager and all appropriate and required paperwork was submitted.

Motion made by Supervisor M. Danen to approval on an application request for an Agent Change at StoneRidge Markets dba Piggly Wiggly. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried unanimously 5-0.

2. Request to approve the MOU for WEC.

The Wisconsin Elections Commission requires the Memorandum of Understanding to be signed by anyone that uses the electronic poll books (Badger Books).

Motion made by Supervisor R. Van Rossum to approve the MOU for WEC for the use of Badger Books. **Motion seconded by** Supervisor K. Kellam. No further discussion. Motion carried unanimously 5-0.

3. Approval of proposal for project management for Scray Hill Park Trailhead Building as recommended by Parks, Recreation and Forestry Committee.

The Scray Hill Restroom and Trailhead Building and Trail Extension project was advertised on March 13, 2023, and proposals were received on March 30, 2023. Several parties were interested but only one firm submitted a proposal, which was from Smet Construction Services. Their proposal would include the services for design, bidding process, construction oversight and post-construction closeout. The contractor has done similar facilities in the area and has a longstanding reputable service with various projects within the Town.

Motion made by Supervisor M. Danen to approve proposal from Smet Construction Services for project management for Scray Hill Park Trailhead Building for \$136,854, as recommended by Parks, Recreation and Forestry Committee. **Motion seconded by** Supervisor K. Kellam. No further discussion. Motion carried unanimously 5-0.

COMMUNICATIONS:

1. Wisconsin Towns Association (WTA) minutes from July 2023 meeting. [an FYI]
2. CBCWA minutes from September 27, 2023. [an FYI]
3. CBCWA minutes from October 25, 2023. [an FYI]

ORDINANCES:

None.

REPORTS:

Administrator:

- The Ledgeview Golf Course lease ends at the end of 2024 and the LLC will be requesting a continue of lease and be on a future agenda as closed session in December.
- New HR Assistant, Nicole will be starting.
- New Zoning Administrator Kimberly will be starting December.
- Written report as submitted.

Planner:

- Reminder of future public hearing for transportation fee which will reflect updated projects
- Written report as submitted.

Zoning Administrator:

- None

Treasurer:

- Brief overview highlighting the need to have an ordinance in place for room tax. There also will need to be a resolution as a part of the ordinance before we can join the commission.
 - Highlighted the fact there are already a handful of properties that are being rented out in Ledgeview
 - Chairman P. Danen stated the board would want to be educated on it before implementing anything.
 - Supervisor M. Danen asked if this would include short-term rentals and wanted it on record stating it's a slippery slope.
 - Staff states this needs to be in place before getting a hotel developed in the area.
- Written report as submitted.

Clerk:

- Written report as submitted.

Engineer:

- None.

Public Works Director:

- Highlighted the 3M & Dupont settlement cases and that the Town will be opting out.
- Dollar Road and Dollar Lane still has a speed issue and is working with Brown County. Staff plans to get a mailer out.
- Bulky item workshop price point – 115 cars overall cost was \$830 and could have used one more roll off. Thinks could still continue doing 3x a year.
- Written report as submitted.

Park & Recreation Director:

- Tree report for growth award for Tree City USA.
- Recognize the PW crew and costumes in putting up the Christmas lights.
- Written report as submitted.

Fire Department:

- Working on Public Safety Committee ordinance with Administrator.
- New truck arrived and is being fit with the radios and computers.

Board Comments:

- Chairman P. Danen let everyone know that he received numerous communications between two neighbors regarding the install of a fence. Advised it is a private matter and the stop order was issued and remain in place. The request was in compliance with all requirements and will check back once complete.

APPROVAL OF THE VOUCHERS:

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

CLOSED SESSION:

None.

ADJOURNMENT:

Motion made by Chairman P. Danen to adjourn, **seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried unanimously 5-0. Meeting adjourned at 5:20 p.m.

Respectfully submitted,

Jennifer L. Broich

Jennifer L. Broich
Clerk

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