



TOWN BOARD MINUTES
Tuesday, December 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 Mark Danen, Karie Kellam, Alan Matzke and Renee Van Rossum.

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 no changes to the agenda.

Motion by Supervisor A. Matzke to approve with the change noted that the 09-19-2023 Parks and Rec minutes were not in Drop Box, instead it was 09-14-2023 Personnel and Finance minutes. **seconded by** Supervisor K. Kellam. No further discussion. Motion carried unanimously 5-0.

CONSENT AGENDA

1. Regular Board Meeting Minutes:
 - a. November 21, 2023 – Town Board minutes
 - b. December 04, 2023 – Town Board minutes
2. Routine Reports:
3. Committee/Commission Reports:
4. Operator's Licenses: December 03, 2023, thru December 16, 2023
5. Other Committee Minutes:
 - a. October 26, 2023 – Sanitary District
 - b. ~~September 19, 2023 – Parks, Recreation and Forestry Committee~~ | September 14, 2023 - Personnel & Finance Minutes
 - c. November 15, 2023 - CBCWA
6. Pay Requests:
 - a. Approve Pay Request #1 for contract D-203 Shadow Lane Watermain Relay for \$187,625 to Jossart Brothers.
7. Special Event & Street Closure Permits: None

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

PUBLIC COMMENT:

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

Bill Knasinski - 2135 Ridge Haven Court:

Speaking about an ongoing fence issue with the Schaefer residence. Has emailed all members of the Board and wanted to hear directly from the Supervisors as to why the Town does not want to enforce the fence ordinance. Commented on the clutter in the yard and believes it will affect the value of his property. States it sets a precedence and the Board needs to do something.

Caroline Ruta –

Questioned the Board in reference to the Schaefer fence and states there are a couple of violations and that it is over ft. in a few places and wants to know why it's not being addressed. Stated the trailers being kept in the yard look junky and asked why a maintenance agreement wasn't obtained when the fence application came in for approval.

Thomas Schmidt - 2123 Ridge Haven Court:

There in support of neighbors, nothing new to add.

Peggy Knasinski – 2135 Ridge Haven Court:

Stated the Schaefer fence matter is starting to become a personal issue and is not possible to work with the Schaefer residence.

Chairman P. Danen explained there are steps that staff takes before permits are issued.

Asked if all parties clarified that they received emails from staff in reference to this matter.

Planner D. Wolff stated there is nothing in code stating how far away from a property line a fence needs to be; but that it does need to be maintained.

After two more calls for comments, none were heard. Public comment was closed at 4:43 p.m.

PUBLIC HEARING:

1. Public Hearing to Amend Section §135-18.1 regarding Exterior Lighting; Sections §135-11, §135-23, §135-48, §135-59 regarding Greenspace and Impervious Surface Requirements; Section §135-18.5 regarding Temporary Uses; and Chapter §41-7 regarding Noise. [*Public Hearing ONLY – Ordinances O-2023-012 and O-2023-015 to be approved as a separate agenda item*]

Chairman P. Danen opened the public hearing at 4:43 p.m.

Two more calls for comment on the public hearing regarding the zoning code changes, to which no one spoke. Public hearing closed at 4:44 p.m.

ORDINANCES:

1. Approving Ordinance **O-2023-012** Zoning Code Changes relating to Various Sections Chapter §135 and Ordinance O-2023-015 Amending Chapter §41-7 Unreasonable Noise.

Staff went over and summarized the updates of each ordinance in reference to our current code.

Motion made by Supervisor A. Matzke to approve Ordinance **O-2023-012** Zoning Code Changes relating to Various Sections Chapter §135 and Ordinance O-2023-015 Amending Chapter §41-7 Unreasonable Noise. **Motion seconded by** Supervisor K. Kellam. No further discussion. Motion carried unanimously 5-0.

2. **FIRST READING** of Ordinance **O-2023-013** regarding amending Chapter 2 to create Section 2-18, Public Safety Committee.

An ordinance is needed in order for a committee to be created. The board had zero issues and thought it was ready for approval and did not need the three readings.

Motion made by Supervisor K. Kellam to approve Ordinance **O-2023-013** regarding amending Chapter 2 to create Section 2-18, Public Safety Committee. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 5-0.

ZONING & PLANNING:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Request to approve the 2024 Quarry and Blasting permits.

Staff explained the Town Code requires an annual quarry permit for all mining operations. The renewals are as follows:

- a. Kocken Stone Products – Annual Quarry Permit (no blasting)
 - D-420 = at 4990 Tower Road
- b. Northeast Asphalt – Annual Quarry Permit
 - D-463 = at 5118 Video Lane [Glenmore Aggregate Site #87003]
 - D-454, D-454-1, D-457, D-456, D-455, D-457-1 & D-458 = at 1792 Scray Hill Road [Ledgeview Aggregate Site #87143]
 - D-420-2 = at 1792 Scray Hill Road [Rockland Aggregate Site #87141]
- c. Northeast Asphalt – Annual Blasting Permit
 - Rockland #87141, Glenmore #87003 & Ledgeview #87143 Aggregate Sites

Motion made by Chairman P. Danen to approve the 2024 Quarry and Blasting permits. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried unanimously 5-0.

2. Request to approve the Election Inspector Appointments for 2024-2025 Election Cycle.

Staff explained that State Statute §7.30(4)(a) each municipality needs to nominate and appoint election workers by December 31st of odd-numbered years. These workers would be able to work during the next Election Cycle which runs January 01, 2024, thru December 31, 2025.

Motion made by Chairman P. Danen to approve the Election Inspector Appointments for 2024-2025 Election Cycle. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried unanimously 5-0.

3. Recommendation from Personnel and Finance Committee to adjust Public Works weekly on-call pay.

Ledgeview Public Works Department currently has an on-call staff of five crew members that rotate on a weekly basis. The Town requires that they be available at all times and remain within 30 minutes of Ledgeview's borders. The on-call pay was last adjusted in 2019 and has been added to the 2024.

Motion made by Supervisor M. Danen to approve the recommendation of the Personnel and Finance Committee to adjust Public Works weekly on-call pay. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried unanimously 5-0

4. Request for approval of an agreement with LedgeCrest Holdings, LLC, Old School Square Unit 11, for tree protection during construction.

A Tree Protection Agreement has been drafted for Olde School Square, Unit 11, for the new LedgeCrest Reserve building. The purpose of the contract is to maintain and protect the Town owned trees in Ledgeview Park along the bicycle path in the event of construction at Unit 11 adjacent to an identified group of Town-owned trees. The Agreement will be recorded against the property in the event ownership changes.

Motion made by Supervisor A. Matzke to approve agreement with LedgeCrest Holdings, LLC, Old School Square Unit 11, for tree protection during construction. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried unanimously 5-0.

5. Request to approve the 2024 rates for Mead & Hunt.

Staff presented the proposed rates are 4% increase from last year. Sanitary District has already approved the rates at their previous meeting.

Motion made by Supervisor M. Danen to approve the 2024 rates for Mead & Hunt. **Motion seconded by** Supervisor K. Kellam. No further discussion. Motion carried unanimously 5-0.

6. Recommendation to cancel January 02, 2024, Town Board due to lack of agenda items; and reschedule April 01, 2024, TB due to Spring Presidential Preference Primary Election.

Motion made by Supervisor K. Kellam to cancel January 02, 2024, Town Board due to lack of agenda items; and reschedule April 01, 2024, TB due to Spring Presidential Preference Primary Election. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried unanimously 5-0.

COMMUNICATIONS:

None.

REPORTS:

Administrator:

- Informed the Board that this is the end of the 5th term as President of Central Brown County Water Authority.
- Written report as submitted.

Planner:

- Spoke to Mr. Schaefer, the resident regarding the fence issue as well as the Knasinski residence and states they will be working on a maintenance agreement.

Zoning Administrator:

- None

Treasurer:

- Informed the Board tax collection is underway and going well.
- Written report as submitted.

Clerk:

- Written report as submitted.

Engineer:

- None.

Public Works Director:

- Mentioned to the Board the Schaefer trailer is located on granite and based on it being zoned Rural Residential, there are no code compliance issues currently.
- Written report as submitted.

Park & Recreation Director:

- Written report as submitted.

Fire Department:

- Chief mentioned they received their EMS License, and the truck is on schedule to be operational at the 1st of the year.

Board Comments:

- Chairman P. Danen mentioned that Mr. Schafer has been in contact with staff in reference to an agreement but is currently out of town.

APPROVAL OF THE VOUCHERS:

Motion made by R. Van Rossum 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 A. Matzke to go into closed session at 5:37 p.m. to discuss economic development concepts for TID #1 and TID #3. Roll call vote, Chairman P. Danen, and Supervisors Danen, Kellam, Matzke 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 concepts related to economic development in TID #1 and TID #3. The Town Board may then reconvene into open session to take action on items discussed in closed session

Motion made by Supervisor A. Matzke, **seconded by** Supervisor R. Van Rossum to go out of closed session item #1 at 5:48 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. No action taken on closed session item #1 regarding economic development concepts for TID #1 and TID #3.

Motion made by Supervisor A. Matzke, **seconded by** Supervisor R. Van Rossum to go into closed session at 5:49 p.m. to discuss the Ledgeview Golf Course lease agreement. Roll call vote, Chairman P. Danen, and Supervisors Danen, Kellam, Matzke 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)(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 Ledgeview Golf Course lease agreement. The Town Board may then reconvene into open session to take action on items discussed in closed session.

Motion made by Supervisor K. Kellam, **seconded by** Supervisor R. Van Rossum to go out of closed session #2 at 6:10 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. No action taken on closed session item #2 regarding the Ledgeview Golf Course lease agreement.

Motion made by Supervisor R. Van Rossum, **seconded by** Supervisor K. Kellam to go into closed session item #3 to discuss the Ledgeview Farms CUP at 6:11 p.m. Roll call vote, Chairman P. Danen, and Supervisors Danen, Kellam, Matzke 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 Chair P. Danen, **seconded by** Supervisor R. Van Rossum to go out of closed session #3 at 6:18 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. No action taken on closed session item #3 regarding the Ledgeview Farms CUP.

ADJOURNMENT:

Motion made by Chairman P. Danen to adjourn, **seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 5-0. Meeting adjourned at 6:19 p.m.

Respectfully submitted,

Jennifer L. Broich
Jennifer L. Broich
Clerk

Approved at the January 16, 2024, Town Board Meeting.