



**TOWN BOARD MINUTES**  
**Tuesday, March 19, 2024, 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 4:30 p.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by all in attendance.

**ROLL CALL**

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

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

**AGENDA APPROVAL**

Staff advised the need to remove Consent Agenda Item 1a, and Chairman P. Danen would like to move Zoning and Planning Item 1 to be heard after the closed session.

**Motion by** Chairman P. Danen approve agenda with the changes noted above, **seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 5-0.

**CONSENT AGENDA**

1. Regular Board Meeting Minutes:
  - a. ~~February 20, 2024 Town Board minutes~~
2. Routine Reports:
3. Committee/Commission Reports:
  - a. Approval of the 2024 Parks Recreation & Forestry Work Plan
4. Operator's Licenses: February 18, 2024, thru March 02, 2024
5. Other Committee Minutes:
  - a. January 24, 2024 – CBCWA Board
  - b. January 16, 2024 – Parks Recreation & Forestry Committee
  - c. November 13, 2023 – Beautification Sub-Committee
  - d. December 20, 2023 – Beautification Sub-Committee
6. Pay Requests: None
7. Special Event & Street Closure Permits: None

**Motion made by** Supervisor K. Kellam to approve the Consent Agenda as amended, **seconded by** Supervisor A. Matzke. No further discussion. Motion carried unanimously 5-0.

**PUBLIC COMMENT:**

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

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

**PUBLIC HEARING:**

None.

**PRESENTATION:**

1. **CBCWA** presentation on water quality, PFAS and updates from the Water Authority.  
Nic Sparacio with the Central Brown County Water Authority gave the presentation.

**ZONING & PLANNING:**

1. Recommendation from the Zoning and Planning Commission for a Certified Survey Map request by Steve Bieda (agent) on behalf of Radue Homes, Inc (owner) located on parcel D-2319 and D-2355 at 3652 Bower Creek Road and 1585 Red Hawk Landing Trail.

The request is for approval of a two (2) lot retracement CSM. This item was previously approved at has been resubmitted with changes as the petitioner has expressed the desire to possible subdivide Lot 1 in the future and wants have 180-feet of frontage along Bower Creek Road for that purpose.

**Motion made by** Supervisor R. Van Rossum to approve Certified Survey Map (CSM) for parcel D-2319 and D-2355 at 3652 Bower Creek Road and 1585 Red Hawk Landing Trail, with the condition that any technical corrections required by the Town Engineer and Brown County. **Motion seconded by** Supervisor K. Kellam. No further discussion. Motion carried unanimously 5-0.

2. Recommendation from the Zoning and Planning Commission for a Building Site and Operations Plan (BSO) request by Mark Rukamp (agent) on behalf of Allison Smits (owner) to approve a new development on Unit 11 of Old School Square condominium located at 2200 Dickinson Road.

The petitioner previously (March 2023) received approval for a two-story structure on the site for smaller events and a “lodging” space. They have revised design and are requesting review for a single-story, 2,560 SF commercial building. Since the initial construction of LedgeCrest Reserve, a smaller structure was planned to anchor the outdoor patio. An amendment to the Condominium plat will be required, but condo plats are not subject to Town approval

The proposal is a café inspired building that will be a wine bar and serve as a smaller event space (<100 persons).

**Motion made by** Supervisor A. Matzke to approve Building Site and Operations Plan (BSO) for a new development on Unit 11 of Old School Square condominium located at 2200 Dickinson Road, with the following conditions as recommended by the Zoning and Planning Commission:

- a) The following additions be made to the plan and elevation sheets:
  - (1) Per Building Inspection, distances from the building to unit boundaries be included on the site plan.
  - (2) A lighting cut sheet if exterior lighting is proposed.

- b) Town and owner to execute the agreement for protection and replacement of the Town owned trees along the southern elevation.
- c) A sign permit will be required and must be obtained prior to sign installation.
- d) As required by Building Inspection, a revised condominium plat must be submitted and recorded prior to permit issuance.
- e) Compliance with fire code and building code requirements as provided by the Town Fire Chief and Building Inspector prior to permit issuance.
- f) Correspondence from the Olde School Square Condominium Association is required prior to permit issuance, specifying that they have reviewed and approved of the proposed building's architecture.

**Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried unanimously 5-0.

#### **OLD BUSINESS:**

1. Request for approval of Ordinance O-2024-001 to create a new chapter in the Town Code for a Hotel, Motel, and Room Tax.

Item was originally tabled until all members were present to vote. Continued discussion occurred amongst the Board with the Board unanimously deciding to keep this item tabled until further notice, and it becomes more appropriate for the Town.

#### **NEW BUSINESS:**

1. Presentation and request to approve the 2023 Financial Statements for the Town of Ledgeview. Scott with CLA presented a summary of the Town's Financial Statements.

**Motion made by** Supervisor A. Matzke to approve the 2023 Financial Statements; **motion seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 5-0.

2. Discuss and approve purchase of Camino and E-Plan Software for licensing, permitting, planning and plan review needs.

As a part of the Town's Strategic Plan, the purchase of software that is to be used for zoning reviews, code enforcement complaints and permit reviews was approved and budgeted for.

The purchase of the Camino software along with e-PlanSoft, will enhance user experience for permit application and issuance as well as improve process intake and routing.

**Motion made by** Supervisor M. Danen to approve purchase Camino and E-Plan Software program. **Motion seconded by** Supervisor K. Kellam. No further discussion. Motion carried unanimously 5-0.

3. Discussion of Statutory Grants of Authority as prescribed by the Annual Meeting.

Under WI Statute §60.10, there are statutorily powers that grants authority that would be helpful for the Town. The applicable statutes would need to be approved via resolution at the next Annual Meeting. The provision directives are related to Disposal of Property, GO Bond Issuance,

matters related to Town Buildings, Compensation for Elective Town Offices, and matters related to the Town Constable.

The Town Board directed staff to prepare the appropriate resolutions for consideration at the Annual Meeting.

#### **COMMUNICATIONS:**

1. Notice of Public Hearing from the City of De Pere for a proposed Zoning Map Amendment at 411 Destiny Drive. [FYI]

#### **REPORTS:**

Administrator:

- E-Services LLC regarding the contract and transition of posting of the job is underway.
- Written report as submitted.

Planner:

- None.

Zoning Administrator:

- None.

Treasurer:

- Requested an option from ClearGov to not renew for 2024.
- Written report as submitted.

Clerk:

- Written report as submitted.

Engineer:

- Survey went out for Oak Ridge Circle.

Public Works Director:

- Written report as submitted.

Park & Recreation Director:

- Written report as submitted.

Fire Department:

- None.

Board Comments:

#### **APPROVAL OF THE VOUCHERS:**

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

#### **CLOSED SESSION:**

**Motion made by** Chairman P. Danen, **seconded by** Supervisor R. Van Rossum, to go into closed session at 6:00 p.m. to review the Developer's Agreement for Grande Ridge Estates 2<sup>nd</sup> Edition. 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 is related to a pending Developer's Agreement for Grande Ridge Estates 2nd Edition. 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 at 6:09 p.m. Roll call vote, Chairman P. Danen, and Supervisors Danen, Kellam, Matzke and Van Rossum all 'ayes'. Motion carried unanimously.

**Motion made by** Chair P. Danen, **seconded by** Supervisor R. Van Rossum to table the Radue CSM (Zoning agenda Item #1). Motion carried unanimously 5-0.

**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 6:10 p.m.

Respectfully submitted,

*Jennifer L. Broich*

Jennifer L. Broich  
Clerk

Approved at the May 06, 2024, Town Board Meeting.