



**TOWN BOARD MINUTES**  
**Monday, April 01, 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 Mark Danen, Karie Kellam, Alan Matzke, and Renee Van Rossum.

Staff present were Administrator Sarah Burdette, Clerk Jennifer Broich, 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 R. Van Rossum to approve agenda as written, **seconded by** Supervisor K. Kellam. No further discussion. Motion carried unanimously 5-0.

**CONSENT AGENDA**

1. Regular Board Meeting Minutes:
  - a. March 04, 2024 – Town Board minutes
2. Routine Reports:
3. Committee/Commission Reports:
4. Operator's Licenses: March 17, 2024, thru March 30, 2024
5. Other Committee Minutes:
  - a. February 28, 2024 – CBCWA Board
6. Pay Requests: None
7. Special Event & Street Closure Permits: None

**Motion made by** Supervisor A. Matzke to approve the Consent Agenda, **seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 5-0.

**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.

## ORDINANCES:

None.

## ZONING & PLANNING:

None.

## OLD BUSINESS:

None.

## NEW BUSINESS:

1. Request for approval of the 2023 Annual Report.

Staff presented and summarized the 2023 Annual Report.

**Motion made by** Supervisor M. Danen to approve the 2023 Annual Report. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried unanimously 5-0.

2. Approval of the 2025 CIP and budget calendar.

Staff summarized the timeline that will be created and sent to all staff for next year's CIP and budget calendar.

**Motion made by** Supervisor K. Kellam to approve the 2025 CIP and budget calendar. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried unanimously 5-0.

3. Consideration and approval for Trellis Drive Extension.

Seville Properties owns parcels D-2028, D-395-3 and D-395-4-1, and in 2023, they created a CSM, dedicating ROW to Ledgeview to extend Trellis Drive north to Heritage Road (CTH X). Staff has begun to review preliminary estimates for the road construction and the cost will be included in next year's budget.

**Motion made by** Chair P. Danen to direct staff to proceed with design of the Trellis Road extension subject to working with the landowner on a related developer's agreement. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried unanimously 5-0.

4. Request for approval of "No Mow May" via resolution R-2024-019.

Staff is recommending promoting "No Mow May" for the month of May as a community initiative to create habitat and resources for early season pollinators. Yeah Bees.

**Motion made by** Supervisor R. Van Rossum to approve "No Mow May" via resolution R-2024-019. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 5-0.

5. Request for approval and award of bid for Pavement Crack Sealing Services for 2024.

The Town of Ledgeview is budgeted to complete crack sealing road maintenance for the 2024 year on the following roads: Scray Hill Road (Hawthorne to G), Bower Creek Road, Storage Ct, Gemstone Trail, Garnet Circle, Amethyst Ct, N & S Three Penny, Kendlewood Ct., Amberwood Ct., Windy Acres Way, Stone Silo Circle, Ledge Haven Ct., Swanstone Circle, Swan Ridge Trail, Whistling

Swan Circle, Glenmore Road, Oak Ridge Circle (Dickinson to Grand Ridge), Oak Ridge Ct., Scenic Way and Swan Road.

**Motion made by** Supervisor K. Kellam to approve and award of bid to Precision Sealcoating, for Pavement Crack Sealing Services for 2024. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried unanimously 5-0.

6. Request for approval and award of bid for Pavement Chip Sealing and Micro Surfacing Services for 2024.

Staff explained the roadways that received micro surfacing in 2023 has not held up to the snowplows and there are multiple areas where the material is starting to pull up from the roadway. Staff is speaking with Northeast Asphalt to see what other options may be out there.

As such, staff would like to take out request to approve the micro surfacing for the time being, but would like the pavement chip sealing to be approved to the lowest bidder.

**Motion made by** Supervisor M. Danen to approve and award the bid to Fahrner Asphalt Sealers for Pavement Chip Sealing ONLY. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried unanimously 5-0.

7. Request for approval and award of bid for Miscellaneous Curb & Gutter & Concrete Flatwork for 2024.  
Lowest bid was from Green Bay Concrete. The Town has been collaborating with them for the past three years with no issues.

**Motion made by** Supervisor A. Matzke to approve and award the 2024 Miscellaneous Curb & Gutter & Concrete Flatwork bid to Green Bay Concrete; **motion seconded by** Supervisor K. Kellam. No further discussion. Motion carried unanimously 5-0.

8. Request to review and approve of MS4 permit.  
Staff provided a summary of the report and findings for the MS4 permit.

**Motion made by** Supervisor R. Van Rossum to approve the MS4 permit . **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried unanimously 5-0.

9. Discussion and possible action on changing the start time for April 16, 2024, Town Board meeting.

**Motion made by** Chairman P. Danen or R. Van Rossum to change the start time for the April 16, 2024, Town Board to 5:00 p.m. instead of 4:30 p.m. due to the Annual Meeting following directly after at 6:00 p.m. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried unanimously 5-0.

#### COMMUNICATIONS:

None.

#### REPORTS:

Administrator:

- Monthly data from Brown County Sheriff for March.

Planner:

- None.

Zoning Administrator:

- None.

Treasurer:

- None.

Clerk:

- None.

Engineer:

- None.

Public Works Director:

- Mentioned that brush pick-up will be starting this spring. The Town will start doing so two times a year starting at the end of April.

Park & Recreation Director:

- None.

Fire Department:

- None.

Board Comments:

- None.

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

**Motion made by** Supervisor R. Van Rossum to approve the vouchers. **Motion seconded by** Supervisor A. Matzke. 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 item #1 at 4:54 p.m. to review services within the Community Development Division. 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) (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 review services within the Community Development Division. 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 out of closed session item #1 at 5:07 p.m. Roll call vote, Chairman P. Danen, and Supervisors Danen, Kellam, Matzke and Van Rossum all 'ayes'. Motion carried unanimously.

**Motion made by** Chairman P. Danen, **seconded by** Supervisor A. Matzke to authorize staff to negotiate the purchase of the conservancy portion of Parcel D-423 based on the appraised value and the terms of the U.S. Fish & Wildlife Grant. All in favor, motion carried. Motion carried unanimously.

**Motion made by** Chairman P. Danen, **seconded by** Supervisor M. Danen, to go into closed session at 5:08 p.m. for item #2, to consider the Building Inspection position. 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) (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 review services within the Community Development Division. 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, to go out of closed session item #2 at 5:13 p.m. Roll call vote, Chairman P. Danen, and Supervisors Danen, Kellam, Matzke and Van Rossum all 'ayes'. Motion carried unanimously.

No action taken on item #2.

**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 5:14 p.m.

Respectfully submitted,

*Jennifer L. Broich*

Jennifer L. Broich  
Clerk

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